Coordinating Committee Meeting

Minutes of the Meeting held on February 16, 2016 2pm @ CDLC

The meeting was called to order by Jean Guyon at 2:00 p.m.

Attendees: Jean Guyon, Giovannine Finn, Mary Ann Whelden, & Kathy Corbett

I. Approval of minutes of the 1/12/16 meeting
   - The minutes were approved unanimously.
   - J. Guyon will email K. Kakeh to post on CALA’s webpage.
   - G. Finn will post to CALA’s Facebook page.

II. Report from Coordinating Chair
   - J. Guyon created welcome letters that K. Corbett has sent out to the three new members.

III. Committee Reports

   A. Membership
      - K. Corbett reported no new members since last meeting.

   B. Secretary
      - G. Finn suggested adding the Web/Media Coordinator to the committee reports section.
      - G. Finn continues to work on CALA Facebook page.
      - G. Finn asked for suggestions on a possible new topic of monthly focus for the Facebook page.

   C. Treasurer
      - K. Corbett reported a balance of $157.92.

IV. Old Business

   A. Spring Workshop
      - Topic & Description: Stress Management
Date: Monday, 4/11/16
Presenter: Chrissie Morrison
  o G. Finn will contact C. Morrison for more information on position title for the registration flyer and introduction.
Charity: Northeastern Association of the Blind at Albany. J. Guyon will supply information necessary.
Save the Date: J. Guyon created a draft for committee review. She will send out on 2/29/16.
Registration flyer: J. Guyon created a drafter for committee review. She will send out on 3/14/16.
Computing needs: G. Finn will contact C. Morrison on what is needed to present.
Lunch: G. Finn will contact Theresa Martin about catering the workshop. The tentative menu will include Turkey, Tuna and veggie sandwich. Potato or Macaroni salad. And, cake.
  o M. Whelden will bring individual bags of chips, plates, bowls and silverware. M. Whelden will bring these to the next meeting to be held at CDLC for the workshop in April.
  o K. Corbett will bring napkins, soda, and water. K. Corbett will purchase the cake. The cake will have written on it “CALA thanks library assistants”.
Evaluation Forms: J. Guyon will print on blue paper for the workshop.
Attendance Certificates: J. Guyon created and will print for the workshop.
Receipts for Payment: K. Corbett will print out for the workshop.
Thank you cards & honorariums: J. Guyon will create and print thank you card for presenter. K. Corbett will purchase a $25 gift card to Amazon for presenter.
Slideshow: G. Finn will create a slideshow showcasing all of the member libraries in attendance.
Gifts for attending: J. Guyon will purchase candy bars.
  o K. Corbett will purchase an addition $25 gift card to Amazon to raffle off during the workshop. J. Guyon will supply the raffle tickets. J. Guyon will also mention the raffle when the email notifying members of the workshop goes out.
  o M. Whelden suggested giving away stress balls as well. J. Guyon will purchase.
Room: K. Corbett reserved the room at CDLC for 4/11/16.
Cost estimates:
  o $50.00 Amazon gift cards
  o $x Lunch
  o $20 Cake
  o $xx Candy bars
V. New Business

A. CALA Outstanding Service Award 2016
   ➢ The committee agreed to think about how we will proceed with the 2016 nomination process. The committee will discuss in the upcoming meetings.

B. Confirm dates for future meetings & workshops
   ➢ Tuesday, March 15, 2016  2-4pm  @CDLC
   ➢ Monday, April 11, 2016  12-4pm@CDLC
   ➢ Tuesday, May 10, 2016  2-4pm  @CDLC
   ➢ Tuesday, June 14, 2-16  2-4pm  @CDLC

VI. Adjournment

➢ The meeting was adjourned at 4:00 pm

G. Finn, Recorder