SEAL-S Conference Call

2/27/13 4pm

APPROVED MINUTES

Present: Kristen LaBonte, Khue Duong, Marcia Henry, Doris Helfer, Mitchell Brown, Liz Cheney, Cynthia Cohen, Eileen Wakiji, Lise Snyder

1. Logistics for the March 8th event.

- 16 registered (2 still need to pay) and 3 speakers. We will do a last minute email to invite others that might want to show up the day of the event, so we will plan on 22 total.

- Hosted in the library in the 3rd floor, lunch next door, afternoon session elsewhere.

- Mitchell can help Khue with introducing the speakers

- Catering – Khue will order on Monday (with an extra 3-5 portions)

- Wifi might be spotty, but Khue has taken care of access for participants

- Khue will be setting up early and can have colleagues help.

- A survey will be created to hand out

- Thank you cards to be sent to speakers after the event

- Khue will make generic receipts for participants

- Summary of program? We’ve done them in the past. We can ask speakers if they would like to put notes up. We can also ask if any participants would like to take notes during the event.

- For future programs, we can consider video taping. There should be multiple cameras so it’s not so boring (but this makes things a bit more complicated).

 2. Confirmation of Trish Stumpf Garcia, a UCR science librarian, as Membership Chair/Webmaster

 - We need to have someone that updates the website frequently. It’s also a bit clunky. We can migrate the site into something like wordpress or libguides. CARL can link this for us.

 - We can appoint her as interim Membership Chair/Webmaster for the rest of this term.