CUA SLIS Alumni Board Meeting Minutes

Thursday, September 8, 2016
Columbus School of Law/Information Commons
6:30 pm

1. Call to order
   Carter, Jenn Fagan-Fry, Jamie, Ana-Elisa, Elizabeth, and Jennifer Froetschel were present.
   a. Vicky Pohlen, AGLISS President, is joining us tonight
   b. Dr. Zhang, our faculty representative to the board, is joining us tonight
   c. Dr. Choi will be joining us after her class ends at 7:40pm
   d. Lowell has notified that he is unable to attend or call in (9/3)
   e. Katherine has notified that she is unable to attend or call in (8/17)
   f. Ana Elisa has notified that she is unable to attend or call in (8/18)
   g. Connect with teleconferencing board members (as of yet, there have been no conference call requests)
      i. Per Margaret: Just bring the phone over to the center of the table. The number is 202-319-6129. Were you to call folks, local only, dial 9 and then the number, and then hit flash. Each time someone joins, please press flash. you're good to go.

2. Old Business
   a. Quick vote: approve last meeting’s minutes
      i. Meeting minutes approved.
   b. Upcoming Events
      i. Holiday Party December, (Co-Chairs: Ana Elisa and Elizabeth)
         1. Vicky Pohlen is joining us to discuss funding for this event
            ■ Talked about location, funding, etc. Last year we had 60-70 people on campus. Per Vicki: cost was $962.
            ■ AGLISS would prefer to have event on campus, but in a different location on campus. Current budget would be $1000
            ■ December 2nd should work, back up date of Dec.9th
            ■ Discussion of who comes when on campus vs. off site location.
               i. Prompted discussion of meeting with all of AGLISS to discuss options for funding, location, etc. (See email from Jamie Roberts about the outcome of that meeting)
ii. **Fall Networking event** (TBD, Chair: Jenn Fagan-Fry)
   1. Talked about AGLISS events and the possibly omit our event to help support AGLISS events like their WAILIS happy hours,
   2. Focusing more on Spring events (Resume review)
   3. Talk about our headshots to add to their event.

iii. **Bookmark**
   1. Jenn Froetschel created template.
   2. Discussed options, edits to the template including printing options. Jenn F. will send proofs to the board for approval.

iv. **Email List**
   1. Elizabeth brought up idea of managing the alumni email list to target. Brief mention, will revisit at the next meeting.

3. **New Business**
   a. Attendance policy
      
      Document is available for viewing here: [http://bit.ly/2c2BhWI](http://bit.ly/2c2BhWI), or you can log into the board Google Drive
   
   i. Discuss
      1. How long prior to meeting for notification of absence? Decided 1 week, plus email to the board list. Reviewed the remaining meetings scheduled. Reviewed late/tardy policy and option for joining the meeting remotely.
         ■ Recommended changes: time, exceptions, etc.
      2. Decided on cap for meetings: 90 minutes.
   
   ii. Vote:
      1. Changes were recommended and will be emailed out. Vote via email.
   
   iii. Dr. Choi joined the meeting
      1. Talked about 9/16 reception @ Bus Boys and Poets.
      2. Asked about info/suggestions for alumni profiles for the CUA LIS website. Would like nominations.
      3. Asked for alumni to participate in Open Houses and Information Sessions. Next one on October 5th, 6-8pm on campus. Would also like alumni to promote the open houses amongst colleagues, etc.

4. **Schedule next meeting**
   a. Thursday, October 6, 2016 @ 6:30 pm in the Info Commons
i. Note: As of 9/5/16, there are no WMATA SafeTrack events scheduled for this day.

5. **Adjourn**
   a. Jamie Roberts moved to adjourn, all approved.