

The Catholic University of America  
Department of Library and Information Science  
Columbus School of Law Room 315  
**Thursday, June 1st at 6:30 PM**

## **CUA LIS Alumni Board**

### ***June 2017 Meeting Agenda***

#### **1. Call to Order:**

- a. Members Present: Jamie, Lynn, Jen Froetschel, Elizabeth and Katherine
- b. Introductions – Welcome new VP (Lynn Weinstein) and Director (Emily Wagner)
  - i. Ice-breaker: three books on your summer reading list
  - ii. Preferred email address, phone number for events, graduation year for website
    - A list was passed around and everyone wrote down their information
  - iii. Transition questions/clarifications
    - Emily asked about a calendar of our events. We don't have one now, but want to get more organized to create one with our Google account.
    - Holiday Party is now our responsibility, but we don't have any money to do so, we will need to fundraise for it
    - Want to do more informal "in-between events"; in between the big events we do like the Holiday Party and the Stone Lecture. Ideas include happy hours, resume reviews, etc.
      - a. Possible Happy Hour in mid-July with the Alumni Board and other alumni that are around

#### **2. Old Business:**

- a. Election summary
  - i. Director position open for appointment, Jennifer Froetschel (all in favor for her as Director)
  - ii. Nominees for Directors
    - Might consider having the call for nominations earlier in the year, to get a better turn out. Could begin mentioning it during the Holiday Party.
    - Can get the Alumni Office to help us get the word out with their tools.
- b. Recurring monthly meeting
  - i. Day of the week preferences for Fall –currently first Thursday of the month
  - ii. Confirm academic calendar as well as Federal holidays and other observances
  - iii. Topic will be revisited during the September meeting to see what everyone's schedules look like

#### **3. New Business:**

- a. Administrative – Communication
  - i. Shared Email: LIS Alumni Board; cualisalumniboard@gmail.com
  - ii. Debate over whether we start using Group Email via Google Group/web forum, or continue email threads (cc: the shared e-mail account for continuity purposes)

- iii. Remote connection: telephone/video conferencing option via G-Mail
        - Lynn works here, so she can log into the computers for us to use the projector and computers
    - b. Organizing Events – Retrospective:
      - i. Plan annual events at least two months early, i.e. the Holiday Party and Stone Lecture
        - Carter is no longer on the Board, but we should still reach out to him for help with catering, since he was so good at that
        - Mark is good with video recording, so we should keep up with him for help in that area
      - ii. Expand on focused titles
        - Have someone focus on marketing and creating flyers
        - Spend the summer thinking about what we want to focus on as a Board and come back in September with our ideas
    - c. Determine objectives/goals as a Board such as:
      - i. Host a series of smaller events including DC field trips to LOC, volunteer events
        - Have a group volunteer at LOC Book Festival and ask if CUA will have a table at the Festival to advertise (Katherine will follow up with the Department)
      - ii. Creative ideas to increase turnout and/or participation including resume review
      - iii. Establish an interactive forum/website presence of alumni events and news
4. **Next Meeting** –hold off for August and come back in September (**Thursday September 7**)
    - a. <http://enrollmentservices.cua.edu/registration-and-records/academiccalendar.cfm>
    - b. Confirm date of the LIS new student orientation for the LIS Alumni Picnic (August 26)
  5. **Adjourn** –Elizabeth motioned to close the meeting and everyone else agreed. Officially adjourned at 7:57 PM.