



South Carolina Library Association

**SCLA Board of Directors Meeting**

June 19, 2018

9:30 A.M.

Richland Library Saint Andrews  
2916 Broad River Rd., Columbia SC

<b>Name</b>	<b>Section/RT/Committee</b>	<b>Email</b>
Lorraine Law	Paraprofessional RT	lorrainel@richlandlibrary.com
Ashley Silvera	LGBTQ Interest Group	asilvera@richlandlibrary.com
Kevin Reynolds	Treasurer	reynoldsjk@wofford.edu
Kristin Amsden	Membership Committee	kamsden@richlandlibrary.com
Leslie Koller	2nd VP/Membership Com.	lkoller@dcl.lib.sc.us
Joanne Gabler	Paraprofessional RT	jgabler@dcl.lib.sc.us
Jade Geary	Information Literacy RT	gearyja@mailbox.sc.edu
Melissa Poole	Secretary	mmpoole@clemson.edu
Donald Wood	Executive Secretary	dwood@capconsc.com
Amanda Stone	1st VP/Conference Com.	astone@statelibrary.sc.gov
Jimmie Epling	President	jimmie.epling@darlington-lib.org
Rebecca Antill	Youth Services Section	rantill@statelibrary.sc.gov
Faith Line	SELA	fline@andersonlibrary.org
Lisa Gieskes	Continuing Education Com.	lgieskes@richlandlibrary.com
Donna Lolos	Advocacy Committee	dlolose@statelibrary.sc.gov
Jonathan Newton	Advocacy Committee	jnewton@greenvillelibrary.org
Amber Conger	Past President	amberc@kershawcountylibrary.org
Shanna Schaffer	College & University Section	schaffer@sc.edu
Jenny Dilworth	SCASL	jdilworth@richlandlibrary.com
Cathi Mack	Scholarship for Diversity	ccoopermack@scsu.edu
Virginia Cononie	ALA Councilor	vcononie@uscupstate.edu

## AGENDA

### **Call to Order**

Jimmie Epling, *President*

9:35 am

### **Approval of Minutes**

Jimmie Epling

[April 12, 2018](#) - approved

### **Conference Update**

Amanda Stone, *1st Vice President*

Session proposals are closed. We are still accepting poster proposals thru Sept. 21st. Will be held Friday of Conference from 8-10am.

Speakers: Authors of the Dysfunctional Library (also doing a pre-conference on Wednesday), David Lankes (director of USC Library School), Richard Ashby, Jr. (president of ALA Black Caucus)

Second pre-conference with Jan Comfort and Meredith Futral

The reception will be off-site at Southern Bleachery

Amber: Are we doing anything for Halloween? Amanda: SELA is going to do a mixer that day. Leaving it open to something unofficial.

Session committee will rank proposals. We have 82 proposals, more than available slots.

Leslie: Is registration open now? Amanda: It will be soon.

Faith: Vendor space will be separate from vendor area, so if you have ideas to move traffic that way, please let Faith know. Will have a game (like BINGO, to give away free membership). We currently have 10 vendors.

Conference held at Hilton Greenville, shuttle available until 11 pm to travel downtown.

### **Membership Report**

Leslie Koller, *2nd Vice President*

If you have places that the membership committee can attend or send brochures, please let Leslie know.

Working to combine master database and website information to improve the accuracy of membership activity.

ALA/SCLA brochure due by September 1st.

### **Treasurer's Report**

Kevin Reynolds, *Treasurer*

We look pretty good. At about \$7,000 in sponsorships. We are at about 1/3 of our goal for dues but expect more renewals closer to the conference.

### **Executive Secretary's Report**

Donald Wood, *Executive Secretary*

We have two summer workshops. If you are paying a speaker or anyone, we need a W-9, fill out reimbursement forms as needed. If payment is needed in advance, please contact Donald.

If you need a list for your section or roundtable, please contact Donald.

## **Nominations**

Amber Conger, *Immediate Past President*

We have a busy year for nominations. We need to replace everyone on the Executive Committee except President and Past President.

If you are interested in serving, please contact Amber. ALA Councilor, 1st VP, 2nd VP need nominations.

## **Approval of Board Reports**

Jimmie Epling

approved

## **NEW BUSINESS**

### **Advocacy Update**

#### **Advocacy Activities**

Virginia Cononie, *Advocacy Committee*

Group met yesterday. Grassroots campaign for this year's postcard. What my library means to me? We will write the statement for them, but patrons can still add their own information and thoughts. Print in July and immediately distribute to libraries across the state. They can be brought to the conference or submitted to Virginia, Jonathan, or Donald. Amber has agreed to be a liaison to APLA and will discuss the postcard. If you have objections, please let Virginia know.

One of the missions of the committee was to make connections across the state. We are making contact with APLA and SCASL representatives.

SC Library Legislative Day. We have dates for recess September 10-21, October 19-20. The October dates are fall break, so we may be able to get SCASL representative to come with. Targeting state representatives and/or their staff. We need to pinpoint which days will work for people. Leaning towards the October dates.

Had a question about whether we could or have done television ads?

The advocacy put in a proposal for a session at the conference for a three-hour block.

#### **NLLD Update**

Jonathan Newton, *NLLD Chair*

Occurred in May and we had between 8-10 people attend. ALA Washington is under new management, so there were changes to the day's activities. It seemed more streamlined this year. Focused on three specific issues, IMLS reauthorization, broadband access, inviting a representative to visit your library.

We had an ALA representative accompany us to certain representatives pertaining to important topics.

SCASL brought children's books and were taking pictures and tweeting. They had representatives sign the books. Used it as a way to invite them to their library.

After January 1st, we will have at least two new state officials.

### **Review of SCLA Sub-Groups**

Jimmie Epling

Will be putting this on hold until lists are straightened out. Originally survey was going further than what members liked.

Donald: These aren't related. Non-active groups are non-active.

Leslie: Groups may be inactive because they are unaware that they have a leader. We should send a shout out to ask for leadership.

Jade: We sent out a survey to our group and only received three replies. The conference is a great way to answer these questions.

Virginia: We should ask the membership how they would like to receive information. We have a problem with engagement. Creating a communication survey might solve or help with issues.

Amber: You don't when a group will gain leadership, so eliminating will lose the possibility. It is a complicated issue. Is it hurting us to have these groups on the list?

Think about having a session about SCLA to try and engage with members.

Amanda: Don't be afraid to use the general list in communicating when it is applicable.

**Action items - Marketing and Membership to work together for a survey and ways to get responses. Create a session at the conference about SCLA. Ask about what other groups the members may be interested in.**

#### **GLBT Round Table**

Ashley Silvera

We are going to call this a roundtable and currently ignore that is also an interest group.

We are getting interest from members and sent resources.

If you know anyone who is interested please contact Ashley.

#### **2020 & 2021 Conference Locations**

Jimmie Epling

2019 will be in Columbia. Need to consider venue and lodging options.

Looking back at previous conferences, Columbia has received the better attendance and we come out well financially. Are we open to other locations?

**Action Item: We need to decide on dates for 2020 and 2021 conference to send out for RFPs to multiple locations across the state. Dates can be in Oct.-Dec.**

Richland and Lexington, State Library help out when the conference is in Columbia. Reach out to other libraries to see if they can assist with different areas if a conference is local.

### **OTHER REPORTS**

#### **ALA Councilor**

Virginia Cononie

Last annual attending as the councilor. Council forums will be held before council this year. Put forward our name to support a resolution in support.

#### **APLA Representative**

Jimmie Epling

Big emphasis on state aid, not raised this year. \$1.75 per capita.

There might be some lottery money for public libraries, the budget has not passed yet.

**SCASL Representative**

Jenny Dilworth

Summer Institute last week in Columbia was full, focused on new library standards. Leadership retreat coming up in two weeks. Working on 2019 conference March, 7-9 in Columbia.

Summer reading partnerships growing between school and public libraries.

**SELA Representative**

Faith Line

Excited to be part of the conference. We have had people submit conference proposals.

**Announcements**

Jimmie Epling

Scholarship for Diversity looking for donations for their fundraiser.

Paraprofessional Round Table looking for donations for their upcoming workshop raffle (August 21 at Richland Library Main).

Next meeting will be Thursday, August 9th and Richland North Main.

**Adjournment**

11:29 am

**SUBMITTED REPORTS**

**ALA Councilor**

*Submitted by Virginia Cononie*

There will be an SCLA/ SC meeting at ALA Annual in New Orleans. Please see the below information and join us.

With gracious help from Trey Patty with the USC SLIS school, we have a plan and reservation for our SC Meet up in New Orleans. Please note the details below:

Sunday, 6/24

6PM-8PM

[Flamingo-A-Go-Go](#)

[869 Magazine St. New Orleans, LA 70130](#)

**Membership Committee**

*Submitted by Leslie Koller*

SCLA recently sponsored a table at the LIBRIS conference in Florence. We offered brochures and information about both of the upcoming events (iTeach 5: iSpeak, iPresent, iTalk and Exceed to Succeed: Embracing Inclusion). We held a raffle and awarded a one-year free membership to the winner.

With our representation at this conference, some members of the Membership Committee started talking about how we can be more visible at functions within the state. We would like to be present at conferences, library staff events, and USC events. We would also like to be able to offer some "swag" that we can give away besides just paper handouts. If you have a suggestion for an event that we should attend, please let me know.

The Membership Committee recently sent roughly 200 emails to lapsed members to invite them to renew. We are also working on creating a master list of contacts. This list would include current members, lapsed members, and individuals we contact that have not yet been members. The goal is to maintain this list and track when and how people are contacted.

I do not have an update on membership numbers today. I should have numbers at the next meeting.

It was brought to our attention that there are some discrepancies with the membership lists for some Sections and Round Tables. We are currently looking into this so that everyone can have accurate lists to work from. If you could please send me a current list of your officers and any members that you have contact with, this will help us update our lists.

We have the opportunity to help design our joint [ALA/SCLA student membership brochure](#). I plan to enter information into the brochure from our already existing documentation. I just wanted to let the Board know that this was happening.

## **Treasurer's Report**

*Submitted by Kevin Reynolds*

[SCLA Balance Sheet - June 2018](#)



Post Office Box 1333  
Columbia, SC 29202-1333  
[scla@capconsc.com](mailto:scla@capconsc.com)

**TO:** Kevin Reynolds  
SCLA Treasurer

**FROM:** Donald Wood  
Executive Director

**DATE:** June 10, 2018

**RE:** SCLA Bank Balances

*Following is the SCLA operating statement for the period ending May 31, 2018*

NBSC Checking	\$	53,395.08
PayPal Account (pending transfer)	\$	57.42
Total	\$	53,452.50

[SCLA Budget Through May 2018](#)



SCLA FY 2018 INCOME AND EXPENSES						
Income	Budget	FY 2018	FY 2017	FY 17 Rollover	Variance	Related Notes
<b>Round Table Income</b>						
African American Concerns	\$0.00	\$0.00	\$0.00	\$317.50	0.00	
Archives & Special Collections	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Digitization of Cultural Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Government Documents	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Information Literacy	\$0.00	\$0.00	\$910.00	\$413.15	0.00	
Library Marketing & Outreach	\$0.00	\$0.00	\$0.00	\$80.00	0.00	
New Member	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Paraprofessional	\$0.00	\$0.00	\$940.00	\$446.25	0.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,850.00</b>	<b>\$1,256.90</b>	<b>0.00</b>	
<b>Section Income</b>						
College & University	\$0.00	\$0.00	\$0.00	\$291.38	0.00	
Library Management	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Public Library	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Public Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Technical Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Trustees	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Youth Services	\$0.00	\$770.00	\$0.00	\$0.00	770.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$770.00</b>	<b>\$0.00</b>	<b>\$291.38</b>	<b>770.00</b>	
<b>Annual Conference</b>						
Exhibitors	\$12,000.00	\$1,665.00	\$10,759.20		10,335.00	
Registration	\$40,000.00	\$0.00	\$37,575.00		40,000.00	
Sponsorships	\$12,000.00	\$7,000.00	\$12,564.00		5,000.00	
Other Events	\$3,500.00	\$45.00	\$6,562.20		3,455.00	
<b>Total</b>	<b>\$67,500.00</b>	<b>\$8,710.00</b>	<b>\$67,450.40</b>		<b>58,790.00</b>	
<b>Dues</b>						
Dues, Personal	\$18,000.00	\$3,850.00	\$16,387.00		14,150.00	
Dues, Institutional	\$2,000.00	\$375.00	\$2,050.00		1,625.00	
Dues, Sustaining Member	\$300.00	\$0.00	\$400.00		300.00	
Dues, Exhibitor	\$70.00	\$0.00	\$70.00			
<b>Total</b>	<b>\$20,370.00</b>	<b>\$4,225.00</b>	<b>\$18,907.00</b>		<b>16,145.00</b>	
<b>SCLA Scholarship Income</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$1,055.00</b>		<b>1,500.00</b>	
<b>Miscellaneous Income</b>	<b>\$100.00</b>	<b>\$10.26</b>	<b>\$73.92</b>		<b>89.74</b>	Amazon Smile
<b>Total Income</b>	<b>\$89,470.00</b>	<b>\$13,715.26</b>	<b>\$89,336.32</b>	<b>\$1,548.28</b>	<b>75,754.74</b>	
<b>Expenses</b>						
<b>Round Table Expenses</b>						
African American Concerns	\$0.00	\$0.00	\$0.00		0.00	
Archives & Special Collections	\$0.00	\$0.00	\$0.00		0.00	
Digitization of Cultural Materials	\$0.00	\$0.00	\$0.00		0.00	
Government Documents	\$0.00	\$0.00	\$0.00		0.00	
Information Literacy	\$0.00	\$0.00	\$563.98		0.00	
Library Marketing & Outreach	\$0.00	\$0.00	\$0.00		0.00	
New Member	\$0.00	\$0.00	\$0.00		0.00	
Paraprofessional	\$0.00	\$0.00	\$551.25		0.00	
<b>Total - Round Tables</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,115.23</b>		<b>0.00</b>	
<b>Section Expenses</b>						
College & University	\$0.00	\$0.00	\$0.00		0.00	
Library Management	\$0.00	\$0.00	\$0.00		0.00	
Public Library	\$0.00	\$0.00	\$0.00		0.00	
Public Services	\$0.00	\$0.00	\$0.00		0.00	
Technical Services	\$0.00	\$0.00	\$0.00		0.00	
Trustees	\$0.00	\$0.00	\$0.00		0.00	
Youth Services	\$0.00	\$41.60	\$0.00		(41.60)	
<b>Total - Sections</b>	<b>\$0.00</b>	<b>\$41.60</b>	<b>\$0.00</b>		<b>(41.60)</b>	
<b>Total Sections &amp; RTE</b>	<b>\$0.00</b>	<b>\$41.60</b>	<b>\$1,115.23</b>		<b>(41.60)</b>	



<b>Bank/PayPal Fees</b>	<b>\$1,000.00</b>	<b>\$120.50</b>	<b>\$1,629.85</b>	<b>879.50</b>	
<b>Standing Committees</b>					
Archives & History	\$0.00	\$0.00	\$0.00	0.00	
Awards Committee	\$700.00	\$0.00	\$668.75	700.00	
Constitution & Bylaws	\$0.00	\$0.00	\$0.00	0.00	
Editorial	\$0.00	\$0.00	\$0.00	0.00	
Financial Planning	\$0.00	\$0.00	\$0.00	0.00	
Intellectual Freedom	\$0.00	\$0.00	\$0.00	0.00	
Legislative	\$1,800.00	\$375.00	\$1,708.84	1,425.00	
Library & Personnel Standards	\$0.00	\$0.00	\$0.00	0.00	
Marketing	\$0.00	\$0.00	\$0.00	0.00	
Membership	\$150.00	\$0.00	\$164.26	150.00	
Nominating	\$0.00	\$0.00	\$0.00	0.00	
Planning	\$0.00	\$0.00	\$0.00	0.00	
Scholarship for Diversity	\$1,800.00	\$0.00	\$0.00	1,800.00	
Sponsorship	\$0.00	\$0.00	\$0.00	0.00	
<b>Total - Committees</b>	<b>\$4,450.00</b>	<b>\$375.00</b>	<b>\$2,541.85</b>	<b>4,075.00</b>	
<b>Annual Conference</b>					
Exhibitors	\$3,250.00	\$0.00	\$3,419.82	3,250.00	
Speakers	\$3,500.00	\$0.00	\$1,177.16	3,500.00	
AV Related Costs	\$7,000.00	\$0.00	\$7,724.46	7,000.00	
Equipment	\$500.00	\$0.00	\$499.00	500.00	
Rental Fees	\$250.00	\$0.00	\$156.81	250.00	
Registration	\$1,250.00	\$201.25	\$2,883.60	1,048.75	conference bags (sponsored)
Food & Beverage/Taxes	\$30,000.00	\$0.00	\$30,560.56	30,000.00	
Lodging	\$1,250.00	\$0.00	\$740.10	1,250.00	
Miscellaneous	\$2,000.00	\$514.28	\$828.02	1,485.72	
<b>Total - Conference</b>	<b>\$49,000.00</b>	<b>\$715.53</b>	<b>\$47,989.53</b>	<b>48,284.47</b>	
<b>Operations</b>					
Executive Board	\$300.00	\$192.38	\$274.45	107.62	
Management Fees	\$18,500.00	\$7,709.30	\$18,499.92	10,791.70	
Miscellaneous	\$250.00	\$0.00	\$630.44	250.00	Go To Meeting
Website Management	\$3,000.00	\$395.64	\$3,753.42	2,604.36	
Postage	\$250.00	\$54.13	\$272.65	195.87	
Printing	\$2,000.00	\$187.80	\$2,753.20	1,812.20	
Supplies	\$500.00	\$148.79	\$444.73	351.21	
Telephone	\$100.00	\$0.00	\$0.00	100.00	
President	\$1,800.00	\$0.00	\$1,455.77	1,800.00	
1st Vice President	\$1,000.00	\$0.00	\$0.00	1,000.00	Includes cost related to Mid-Winter (2018)
Treasurer	\$100.00	\$0.00	\$0.00	100.00	
ALA Councilor	\$1,800.00	\$746.98	\$946.90	1,053.02	
Emerging Leader	\$1,000.00	\$500.00	\$1,000.00	500.00	
Professional Fees	\$1,700.00	\$1,065.00	\$1,673.00	645.00	Includes D&O and Liability Insurance/GTM software/900 Prep
Operational Expense	\$1,000.00	\$0.00	\$0.00	1,000.00	
Program Grant	\$1,000.00	\$0.00	\$0.00	1,000.00	
				0.00	
<b>Total - Operations</b>	<b>\$34,300.00</b>	<b>\$10,989.02</b>	<b>\$31,704.48</b>	<b>23,310.98</b>	
<b>Expense Total</b>	<b>\$88,750.00</b>	<b>\$12,241.65</b>	<b>\$84,980.94</b>	<b>76,508.35</b>	
<b>Net Operating Income</b>	<b>\$720.00</b>	<b>\$1,473.61</b>	<b>\$4,355.38</b>	<b>753.61</b>	

## **College and University Section**

*Submitted by Catherine Goodwin*

### ACRL eLearning Webcasts

As an ACRL chapter, the Section can provide two ACLR e-learning webcasts per year at up to six sites at no cost to participants.

Second webcast for 2018:

May 2, 2018: [Critical Thinking About Sources: Lessons and Activities for First-Year Students](#)

Sites and attendance:

USC = 9

Clemson = 4

Trident Tech = 1

Furman = 4

A link to the archived recording was sent to section members after the live session.

### iTeach 5

The C&U section is again collaborating with the Information Literacy Roundtable to offer iTeach5, a full-day information literacy workshop for teaching librarians. This year's theme, "iSpeak, iPresent, iTalk," encourages South Carolina librarians from various types of libraries and different phases of their careers to be better presenters and advocates of information literacy.

When: Wednesday, July 25, 2018, 10 am – 4 pm

Where: Holling Library, Thomas Cooper Library, USC Campus

Keynote Speaker: Augie Grant, Ph.D., professor of journalism at USC.

The section is currently in the process of selecting proposals. Presentations include 50-minute sessions and "lightning round" sessions of < 10 minutes. In a change from previous years, breakfast is provided instead of a lunch. The cost of the workshop was reduced from \$25-\$35 in previous years to \$20-\$30 this year.

iTeach is featured on the SCLA home page, the SCLA FB page and email notifications have been sent to section/roundtable lists, the PASCAL general list, and the SC public libraries list.

Registration is open through July 13th.

## **African American Concerns Round Table**

*Submitted by Gerald Moore*

Our current slate of officers are Gerald B. Moore, Chair, of Charleston County Public Library; Tamara King, Vice-Chair, Richland Library; and Demetra Pearson, Secretary, Francis Marion University.

Gerald B. Moore has returned to chair RAAC for a second term. He previously served as Chair from 2012 – 2014 and as Vice-Chair a few years before that.

Gerald B. Moore and Tamara King have been working diligently to plan the roundtable's conference session and a summer workshop. Plans for a June 2018 workshop at Florence-Darlington Technical College were scrapped due to logistical and scheduling conflicts. Undaunted, we are currently attempting to organize a summer workshop in August at Richland Library. More information about the workshop is forthcoming very soon.

A conference session proposal has been submitted for the annual SCLA conference. The Diversity Leadership Group of the School Library and Information Science at USC-Columbia has come on board as a co-sponsor. If approved, we are hoping that this session can precede the annual USC-SLIS Alumni Tea at the conference.

As of April 2018, RAAC had 23 members. We believe that number will increase as more SCLA members renew their SCLA memberships.

## **GLBTQ Round Table**

*Submitted by Ashley Silvera*

The GLBTRT sent out an all call for interested members on May 17th, 2018. There are currently ten members who are actively interested in working on the roundtable. We will have our first virtual meeting June 20th from 10:30 am until 11:30 am. The meeting will focus specifically on introductions and discussion on developing a resource kit for the libraries in South Carolina.

## **Information Literacy Round Table**

*Submitted by Jade Geary*

We have been diligently preparing for iTeach 5 that occurs on Wednesday, July 25<sup>th</sup>. We had a record number of proposal submissions this year and actually had to turn down a few presentations. Registration is now open for the event until July 13<sup>th</sup>.

After the proposal deadline closed, an SCLA member who was interested in submitting a proposal but never saw any advertisement for proposal submissions contacted me. The member never received any SCLA emails about it or saw it in any listserv. Although we felt that we marketed this event pretty well there is still clearly room for improvement.

Additionally, this spring we administered a brief survey to our ILRT members to develop a better understanding of what they are hoping to gain through being an ILRT member. We had a very low response rate of only 3 responses. The highlights from the survey are as follows:

Interests regarding IL:

- New teaching techniques are always of interest. Data literacy as well.
- Methods to improve instruction with students and faculty.
- Academic librarianship and integrating the ACRL IL Framework into library instruction programs

Themes:

- More opportunities that do not require in-person attendance. Perhaps inquire with the board about if we have a platform/ability to do webinars or broadcast events for iTeach/SCLA in the future?

### **Paraprofessional Round Table**

*Submitted by Lorraine Law*

PPRT Meeting 6/6/18

Room 205 - 1:00pm-5:30pm

Attendees: Lorraine Law, Joanne Gabler, Amanda Reed

Agenda:

- Revise agenda from the previous workshop and set to post with registration
- Get registration for workshop live on the website - contact Donald Wood and CC [web.scla@gmail.com](mailto:web.scla@gmail.com)
  - Make sure Lorraine is contacted for when people register to get emails
- Post to social media with agenda

Action Items:

- Send Dr. Moore W-9 form, the agenda, and ask her for handouts to be included in the folder
- Check with Sunny on Beach Ball Ice Breaker
- Once attendees are known, solicit presenters for the Show and Tell segment
- Get donations for the raffle (check with P & P)

- Get a list of supplies to buy from Amanda

Follow Up:

- Sunny was unable to attend our meeting today and she has been looking into the cost of t-shirts for the PPRT team and book bags for our attendees.

As of today:

- Agenda items have been completed. The first two action items have been completed and I have followed up with Sunny regarding the t-shirts and book bags which are cost prohibitive. There is a \$50 set up fee before a t-shirt will be made and the approximate cost of eight t-shirts was \$130 and 50 drawstring book bags cost is approximately \$150.