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| Minutes: Thursday, March 19, 2012 | | |  |  | |  | |
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| Meeting called by | | Lisa Koffler | | | | | |
| Type of meeting | | Update | | | | | |
| Facilitator | | Lisa Koffler | | | | | |
| Note taker | | Natalie Montaldi | | | | | |
| Timekeeper | | Natalie Montaldi | | | | | |
| Attendees | | Lisa Koffler, Abby Smith, Natalie Montaldi | | | | | |
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| **Agenda topics** | | | | | | | |
| **time allotted: 30min** | | | **topic: Updates** | | | **presenter: Alumni COMMITTEE MEMBERS** | |
| Discussion | Abby-CEU updates think of topics for workshops, conferences, guest speakers. Also brainstorm Law and Ethics.  Natalie-stakeholder draft in progress.  Lisa- Mission and vision statement completed now needs to be proof read. Continue working on job descriptions in bylaws, and editing the goals. | | | | | | |
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| Conclusions | Continue editing bylaws. Arrange a meeting to see how to develop a needs assessment for use of library database for alumni from all departments. | | | | | | |
| Action items | | | | | Person responsible | | Deadline |
| CEU’S  Bylaws | | | | | Abby  All members | | 4/2/12 |
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