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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’SBylaws | AbbyAll members | 4/2/12 |
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