

## **Atlanta Emerging Librarians Planning Committee**

Meeting Minutes – May 26, 2011

### **Agenda:**

- Description of the Room/Equipment/How long available
  - Order of speaker presentations
  - Who will bring necessary equipment
  - Reimbursement procedure for the room
  - One month until announcements? Wording/Who will write up?
  - What food do we wish to provide/Who will bring which items? List of acceptable food items: Coffee, Tea, soda, punch, cookies, bagels, doughnuts, fruits, vegetables, chips and dip
- 

### **Topics discussed:**

#### **Room/equipment**

- Room comes with screen for projector, dry erase boards
- No mike but decent acoustics
- Parking: downstairs, past main lot. Room next to entry from bottom parking deck
- We have from 2:00 – 5:30
- 55 capacity
- Reimbursement procedure – form on wiki page (Kim already paid)
- Projector: Ginny may be able to bring
- Check with speakers about whether they need laptop, dry erase markers, or handouts

#### **Speaking presentations**

- 3 speakers – topic to be announced
- Each speaker will have 30 minutes, with 15 minutes of mingling before presentations begin and 15 minutes for Q & A afterwards
- We need bios & presentation descriptions from speakers for promotional materials

#### **Food**

- We will check on room rate for October, then set our food budget for July & October events
- Decatur library limits types of food we can provide.
- Sara will bring: water, soda, coffee, donuts, a veggie tray, a fruit tray and ice

**Mid-term survey**

- To gauge topic interest and event venue input from all AEL members, not just those who've attended meetings in the past.
- We should send ASAP so as not to overlap with promotional messages regarding July meeting. Ginny will send to entire group.

**Meeting minutes**

- Sara will provide to AEL Planning Committee, and Steve will forward to Tessa Minchew