



**ACLCP Executive Committee Meeting
2 October 2015 – Telephone Conference**

Agenda topics	Notes
9:30 a.m. Call to Order	The meeting was called to order by Chair Robin Wagner at 9:30 a.m.
Introductions	Present: Eric Delozier, Maureen O’Brien Dermott, Ben Hoover, Alan Mays, Sharon Neal, Barb Syvertson, Lindsay Sakmann, Robin Wagner.
Review of Agenda	No changes.
Treasurer's Report	Emailed in advance by Nicole. Clarified that Host Gator is for Web site hosting. September memberships not included on report. For unpaid memberships will send reminders.
Past Chair’s Report	Emailed Elected/Appointed Officials Chart in advance. Establishing who fills posts: Next year will Elizabethtown or Franklin & Marshall fulfill Vice Chair/Chair Elect? Robin will clarify.
Vice-Chair’s Report	Beth contacted Robin and said she is contacting all SIGs to determine chairs and remind of fall meeting. She will report to Networked Resources any SIG changes in leadership.
Chair’s Report	
Committee Reports <ul style="list-style-type: none"> ○ Networked Resources Committee ○ PA Forward ○ Programs Committee 	<p>Networked Resources Committee – Report emailed this morning. Eric will revise tip sheet and send instructions to gain access to Chair and Treasurer later today.</p> <p>Some institutions have not corrected dead links on ACLCP Web site; 11 were updated. Robin will contact all who have not yet updated.</p> <p>PA Forward – Michele emailed PA Forward link; nothing else to report at this time.</p> <p>Programs – seventeen submissions for presentations, narrowed to ten 10 minute presentations. There are five theme categories with at least one presentation in each. Will keep presentations to 10 minutes; presentations will be sent to Ben in advance so technical set-up time is reduced. Organized into three</p>

	<p>blocks of time and still have time for breaks. Agree that this format will be fine. A timekeeper can inform when two minutes are left. Catch presenters at break times to ask questions. Remarks will inform audience about format (Ben and Lindsay or Robin? Decide later.)</p> <p>Program is under budget so there is money left for gifts and prizes.</p> <p>Morning: Welcoming keynote starts at 9:30 a.m. Programming is 100 minutes and we have 135 minutes; two blocks of 30 minutes and one of 40 minutes.</p> <p>Afternoon: Afternoon SIG sessions from 1:15 – 2:30 p.m. Cake and general networking at 2:30 p.m. and adjourn at 3:15 p.m.</p> <p>Motion for embossed special folders passed.</p>
Old Business:	Amount of grants limit will be discussed at next Executive Committee meeting. Information on grants will be gathered.
New Business:	\$800 membership fee has been discussed over the years. Treasurer prepares annual budget, sends to Executive Committee, then budget is approved by Board of Directors.
Dates for upcoming meetings	November Executive Committee meeting dates did not work out. Ben will create a Doodle poll for possible meeting dates in Harrisburg in December.
Announcements	No additional comments.
Adjournment at 10:30 a.m.	Meeting adjourned at 10:30 a.m.