

**AMERICAN LIBRARY ASSOCIATION  
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES  
COLLEGE LIBRARIES SECTION**

EXECUTIVE COMMITTEE MINUTES

Saturday, January 13, 2001  
Marriott at Metro Center - Salon D  
Washington, D.C.  
9:30AM – 11:00AM

Present:

Mickey Zemon, Chair  
Scottie Cochrane, Vice-Chair/Chair Elect  
Florence Goff, Secretary  
John Jaffe, Past Chair  
Mark Cain, Past Secretary  
Susan Richards, Member-at-Large; Chair, Communications Committee; Liaison to ACRL Leadership Development Committee  
Melinda Dermody, Chair, Communications Committee  
Rita Gulstad, Chair, Continuing Education Committee  
Damon Hickey, Chair Leadership Committee  
Christopher Millson-Martula, Chair Research for College Librarianship; Liaison to ACRL Research Committee  
William Nelson, Chair Standards Committee; Liaison to ACRL Standards and Accreditation Committee  
Tara Lynn Fulton, Chair College Library Directors Discussion Group  
Jo-Ann Michalak, Chair, Medium Sized Libraries Discussion Group  
Catherine Lee, Editor, CLS Newsletter; Liaison to ACRL Membership Committee  
Cecilia Knight, Chair College Librarians and Staff Discussion Group  
Susan Cirillo, CLS Discussion Group Chair, Medium-Sized Libraries; Liaison to ACRL University Library Section  
Charles Getchell, CLS Discussion Group Co-Chair, College Library Directors Discussion Group  
Larry Hardesty

1. **Welcome and introductions.** Larry Hardesty, Chair of the next ACRL meeting to be held in Charlotte, N.C. in 2003, gave a brief update on plans for that meeting. Larry is looking for program ideas and for people who are willing to help with arrangements. Scottie, who is from Charlotte, offered some thoughts about what might be fun to do in the Charlotte area.

Mickey Zemon distributed the revised CLS Roster and the ACRL Strategic Plan to those who had not received them in advance of the meeting.

2. **Adoption of Agenda.** The agenda was unanimously adopted.
3. **Old business.**

The minutes from the Annual Meetings on July 8th and July 11 had already been officially approved via e-mail by members of the Executive Committee.

- a. **Bylaws revision:** John Jaffe, Past Chair, led the discussion on proposed revisions to the Bylaws.
  - Mark Cain recommended that the By-Laws should reflect that the Past Secretary be added to the list of officers. The recommendation was put to the vote and passed.
  - The question was raised as to whether all committee policies must be passed by the Executive Committee. After some discussion, the Board voted that all committee policies must be passed by the Executive Committee. The observation was made that there are likely to continue to be occasions when a committee might have to act before receiving official sanction from the Executive Committee.
  - Pg. 6 – Question on the name of the Medium-Sized Libraries Discussion Group. Discussion followed and it was determined that while the name is correct as it appears on pg. 6 of the Manual, the coordinator of the group will discuss the possibility of a different name with the group and report at Monday's Executive Committee meeting.
  - Scottie will provide language to allow Members-at-Large to serve on the Program Committee of the Charlotte, 2003 ACRL meeting. Larry Hardesty mentioned that he was appointing Alice Bahr to the Contributed Papers Subcommittee for Charlotte. It would be up to the Chair of the ACRL Program Committee, who would serve on what committee. CLS could recommend but not enforce who Larry or any other program committee appoints.
  - Pg. 10 passed.
  - Pg. 11 passed.
  - Pg. 12 - changes from bylaws will be added to this page. Passed.
  - Pg. 13 - discussion: changes may be held over to next revision.

With these amendments, the Executive Committee approved the revised bylaws for distribution to the membership. [Secretary's note: The proposed bylaws changes have appeared in the CLS Newsletter, were posted to COLLIB-L on April 4, 2001 and appeared on the CLS Website on April 6, 2001]

- b. **Job descriptions and revision of manual:** Florence said that the attempt to produce job descriptions for each CLS officer and committee or discussion list chair was not as far along as had been hoped, but that it was still ongoing. The Committee agreed on the importance of job descriptions for all officers and committee or discussion group chairs and asked Secretary Florence Goff to design a common format for these descriptions. The format would be distributed this spring so that job descriptions can be passed on to incoming officers and chairs at the orientation of new CLS board members in June.

Past Secretary Mark Cain distributed a draft of the revised CLS manual, showing proposed additions and deletions, which were approved by the Executive Committee.

- c. **Virtual membership:** Mickey has submitted a proposal to ALA to allow virtual members to serve on committees. Assuming this concept is approved, the following steps will need to be taken to promote and implement virtual membership in the Section: an article will be submitted to the CLS Newsletter describing virtual membership opportunities, volunteer forms will be posted on the CLS web site, and Committee Chairs will write job descriptions for virtual members who will be serving on their committees. The Manual would also need to be revised to reflect the inclusion of virtual members. One issue raised was whether there should be an expectation on the number of meetings a virtual committee member should attend. The discussion was tabled until a later date.
- d. **Standing Committee on Status of College Librarians and Staff:** Scottie Cochrane discussed the goals of the proposed [Standing] Committee on the Status of College Librarians and Staff (CSCLS). The Chair recommended the formation of CSCLS, which was approved by the Executive Committee as an ad hoc committee. Scottie will appoint a Chair and members to the committee who will meet officially at Midwinter 2002.

Because there are already other standards in place there was some thought that the forming of this committee could be politically sensitive. The purpose of this group would be to gather information, initiate conversation about the status of the profession, and stress questions of professional development.

It was suggested that this committee include some non-directors so that the ad hoc committee has as broad a representation as possible.

- e. **Liaisons:** Susan Richards reported that the ACRL Liaison Committee no longer exists. Mickey reviewed the role of the CLS liaisons and asked the six liaisons, whose names and ACRL committee assignments are listed on the CLS roster, to report at the Monday meeting on the committee meetings they attended at Midwinter.

#### 4. **New Business**

##### . **ACRL Sections Council**

Mickey and Scottie reported on the ACRL Sections Council. This year special funding from ACRL will be available to the sections in the amount of \$1,500 each. Sections must let the ACRL Office know by March 30 if they want to use these funds this year or carry them over to 2002. Use of these funds must advance the ACRL Strategic Plan. This funding does not replace the ACRL Initiative Fund.

Elaine Didier, who is running for ACRL President, was welcomed. She talked about the \$1500 that is available jointly to CLS, CJCLS, and ULS. The money has been made available by ACRL for the three sections to cooperate/collaborate on a project that would advocate academic librarianship.

Suggestions were that we collaborate on a slogan(s) or graphic(s). Further discussion will take place between Elaine and the Chairs of the three sections. Other suggestions were:

- Go to library schools to talk/demonstrate the importance of going into librarianship
- A campaign to counter products like Questia and to promote/market to students what is already provided free in their libraries.

There was great support for pooling the funds to develop a marketing strategy.

a. **ACRL Strategic Plan 2005**

The Executive Committee discussed how CLS committees, programs and activities support the goals and objectives stated in the ACRL Strategic Plan. Mickey asked the chairs to review the plan with their committees at their Midwinter meetings and to report back to her on their contributions in the next two months.

b. **Annual Conference 2001**

In looking ahead to Annual, Mickey asked John, as Past Chair, to host the orientation for new members to the Executive Committee, which will take place at 8:30 on Saturday, June 16, followed by our regular meeting at 9:00. At this time, new members will be given the revised CLS Manual and job descriptions for their respective positions. After a welcome from John and introductions, new members will have time to meet with their predecessors to go over the responsibilities of their new jobs. It is important that we have the job descriptions done before Annual to aid in this orientation. The Executive Committee agreed that it is also important for all outgoing officers and committee and discussion chairs to be present at this orientation. The Committee encouraged continuing board members to attend as well.

The Chair asked all CLS officers and committee and discussion group chairs to attend the CLS business meeting FROM 9 TO 9:30 before the CLS program on Sunday morning so they can be introduced to the membership. This is an important business meeting since the bylaws changes will be voted on at this time.

Virtual Place Virtual Space in the 21st Century will be the theme for the CLS program at the San Francisco Conference. Susan Richards reported on plans for speakers, etc., to date.

CLS hopes to have visuals and quotes from libraries "as the heart of the campus" and digital delivery of these images as part of the marketing approach for Annual 2001.

Susan Richards talked about the Friday Night Feast. Susan walked us through cost factors including a discussion of additional costs that are added by ACRL and ALA. It was suggested that a survey be done of those who sign up for the next feast, so that we can get some sense of how they are finding out about the feast. This year there will be a cut off date and a cut off number with no exceptions. Catherine Lee will put an item in the next newsletter providing this information and also indicating that \$4.00 of the cost of the feast is an ACRL service charge.

c. **National Conference 2001**

In looking ahead to the National Conference, Rita Gulstad spoke about what had appeared to be a quota on the number of CLS programs approved by the Contributed Papers Subcommittee. The committee had submitted a request to offer a program with the Standards Committee at the conference; it was not selected and there was a concern that this was because we had already submitted one proposal (the program on "recruiting students to Academic Librarianship: Strategies for success"). However, the Continuing Education Committee was assured by a representative of the panel discussion selection committee that that was not the case.

We might want to mention here the CLS program on recruitment to academic librarianship that Carolyn Sheehy presented. **(Need help from Carolyn here.)**

d. **Committee appointments:** Scottie reported that Ray English has agreed to chair the Nominating Committee. She asked for two volunteers to serve on that committee.

Scottie spoke about the importance of adhering to term limits on committees, with leeway given in cases of ongoing projects.

5. **Information items and announcements**

A revised roster will be put on the CLS website, so any changes to current information should be sent to Mickey ASAP.

Damon announced that Larry Hardesty was nominated by CLS for the Huge Atkinson Award. Mickey thanked Damon Hickey for his good work in the preparation of the nomination letter in support of Larry Hardesty as a candidate for the Hugh C. Atkinson Memorial Award. She discussed her efforts to return the Medium-Size Academic Library Discussion Group to the CLS fold. She reminded committee chairs to submit their minutes to Florence in the next two weeks so that all CLS minutes could be submitted to ACRL by the February 21 deadline.

Look for upcoming issues of American Libraries in which ACRL architectural and library issues are highlighted through some of the newer libraries. The issue will be called "When Change is Set In Stone." Damon suggested the title.

6. **Meeting adjourned at 11 a.m.**

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COLLEGE LIBRARIES SECTION**

EXECUTIVE COMMITTEE MINUTES

Monday, January 15, 2001  
Marriott at Metro Center - Salon D  
Washington, D.C.  
2:00PM – 4:00PM

Present:

Mickey Zemon, Chair  
Scottie Cochrane, Vice-Chair/Chair Elect  
Florence Goff, Secretary  
John Jaffe, Past Chair  
Mark Cain, Past Secretary  
Paul Frisch, Member-at-Large; Liaison to ACRL Government Relations Committee  
Susan Richards, Member-at-Large; Chair, Communications Committee; Liaison to ACRL Leadership Development Committee  
Lewis Miller, Chair, CLIP Notes Committee  
Melinda Dermody, Chair, Communications Committee  
Rita Gulstad, Chair, Continuing Education Committee  
Damon Hickey, Chair Leadership Committee  
Christopher Millson-Martula, Chair Research for College Librarianship; Liaison to ACRL Research Committee  
William Nelson, Chair Standards Committee; Liaison to ACRL Standards and Accreditation Committee  
Tara Lynn Fulton, Chair College Library Directors Discussion Group  
Jo-Ann Michalak, Chair, Medium Sized Libraries Discussion Group  
Catherine Lee, Editor, CLS Newsletter; Liaison to ACRL Membership Committee  
Marilyn Dunn, Chair Conference Program Planning 2000-2001

Jody Caldwell  
Lois Cherepon, Liaison From ACRL

1. **Introductions**
2. **Adoption of Agenda.** Agenda was adopted.
3. **Old Business.**

Mickey Zemon introduced Tom Fisher from ULS who reviewed the origin of \$1,500 currently available to CJCLS, CLS, ULS from ACRL. He proposed several ideas on how the funds could be spent if all three sections agree: Design of an icon to represent the sections. The possibility of using ALA's System Mortarboard was advanced.

Hire someone (possibly a student) to develop a prototype web page that could be used by all the sections. Hyperlinks could be made to every ACRL group. Suggestions advanced for what might be included:

- a. Standard comments on what constitutes an academic library, i.e. what makes it unique, general mission, etc.
  - b. Description of local libraries
  - c. List of services available
  - d. Collection String
  - e. List of e-resources
  - f. Link to Special Collections
  - g. "Learn more about it" link to section homepage and ACRL homepage

Additional ideas

Produce brochure on the web that could be printed and that would include:

- h. Mission statement of academic libraries
  - i. Statement on the importance of information literacy
  - j. Fun reference questions
  - k. Recruitment and membership application

Produce a sellable poster about academic libraries

There was support for the icon (using ALA mortar board and poster) idea. Further discussion is needed to clarify how the prototype of page would address the needs of all three sections (CJCLS, CLS, ULS). There was support for the idea of having links to homepages of libraries in different locations. Berkeley University Library homepage was suggested as a model. It was decided that an extension on spending the funds could be requested as long as a project had been begun. Mickey recommended that someone be appointed to work on this idea. Melinda agreed to appoint someone from the Communications Committee to work on this project and report back to the group. Tom suggested that if there were time we put the question on the listserve for additional

ideas. Melinda and Paul Frisch, CLS Member-at-Large, will work with Tom and report at the Annual Executive Committee Meeting in San Francisco.

Lois informed us that ALA is planning to put a lot of money into the 2nd phase of their advertising campaign. We should explore what they are planning before we move forward. If our project is going to take more money than the \$1,500 currently available, we should appeal to the Board for additional money.

4. **New business**

5. **Committee reports**

- . *CLIP Notes: Lewis Miller*

[Secretary's note: As is his normal practice, Lewis distributed a written rather than verbal report. The following is a transcript.]

- CLIP Note # 29 (Library Web Site Policies) was published and distributed during the summer 2000. Sales figures for this title are quite good.
- Work was completed during the fall on the survey for Appropriate Use Policies. The survey was mailed out to the survey group during the first week of January 2001. We anticipate that this title will be delivered to ACRL by early summer for publication.
- The CLIP Note on Travel Policies has been delayed once again. The CLIP Notes committee is considering action to encourage (actually we are putting a lot of pressure on them!) the compilers to move more rapidly in completing this project.
- A potential compiler who had discussed an idea with the chair last summer has withdrawn her initial proposal. Her topic will be offered to other potential compilers.
- Two potential compilers are working to develop preliminary proposals – one on library instruction assessment and the other on plagiarism policies. They are being encouraged to submit proposals as soon as possible. The committee will hold a virtual meeting to review these proposals as soon as they are received.
- At this midwinter, the CLIP Notes Committee and the Research for College Librarianship committee are jointly sponsoring a panel discussion, ***1-800-Publish: Helplines for Advancing Yourself and the Profession***. Three pairs of mentors and mentees from several ALA programs will discuss their experiences and describe how the mentoring strategy can work to provide the support and advice often needed to enter the world of professional authorship.
  - a. *Communications: Melinda Dermody*

The Communications Committee had a report from the COLLIB\_L listserv. As part of the CLS web site report, the committee discussed how long to leave requested material up and criteria for removing links to college library newsletters. As part of the CLS Newsletter report, the committee discussed how many versions of the newsletter should be maintained. The final recommendation is that we'd keep a



textual version and a graphical version. Finally, the Communications Committee would like to recommend that CLS explore ways to involve and include virtual committee members during ALA conferences meetings.

b. *Conference Program Planning (2001): Marilyn Dunn*

No report

c. *Conference Program Planning (2002): Robin Wagner*

Scottie Cochrane gave this report on Robin's behalf. The committee held its first meeting on Sat. 1-13-01, with Robin and Scottie in attendance. The members brainstormed ideas, taking into account the list of previous programs now available in the CLS Manual, and the "extroverted library/librarian" kept rising to the top. Scottie and Robin will continue to work on this with the other members. Other committee members so far include Ginny Moreland (Agnes Scott), Isabel O'Neil (Franklin & Marshall), and Donna Cohen (Rollins). At least one more member will be added before the annual conference.

Extravert ==> extrovert

d. *Continuing Education: Rita Gulstad*

The committee held a joint meeting with the Standards and Continuing Education Committee. Topics included the Round Table Discussion to be held at the ACRL Annual Conference entitled, "Endangered Species: Librarians and Standards in a new educational environment." Also discussed was the Online Tutorial on Standards. The group discussed how the Continuing Education Committee contributed to the Goals and Objectives of ACRL. The committee felt that we meet many of the objectives as laid out, as continuing education encompasses many areas. There was also discussion on trying for a program at ALA in Atlanta. At the meeting, Marilyn Martin agreed to be the new Chair.

e. *Leadership: Damon Hickey*

Damon reported on the two programs the committee was sponsoring at ACRL, the article the committee is working on, this year's experience in the Mentoring Program, the ways in which the committee is fulfilling or has fulfilled the ACRL Strategic Plan, and possible future directions.

f. *Membership:*

Susan Richards reported on the Membership Committee activities. The committee is compiling a list of librarians who participate on the listserv, attend meetings at annual conference, etc. but who are not members of CLS. We will contact these librarians to encourage them to join CLS and become active in our section activities.

The committee is also going to get particular information from the ACRL member survey on section activities and use this to design various recruiting initiatives.

Finally, the committee will be hosting the Friday Night Feast at the Canton Seafood and Dim Sum Restaurant on June 15, 2001 at 6:30 p.m. Advertising will appear in the newsletter and on the listserv.

g. *Nominating 2001-2002:*

Scottie announced that Ray English, Oberlin, had agreed to chair Nominating for 2001/2002 and work was underway.

h. *Research for College Librarianship: Christopher Millson-Martula*

The committee will sponsor a roundtable discussion at the ACRL conference in Denver—In the Pits and Over the Peaks: On the Road to Publication.

In conjunction with the CLIP Notes Committee, the committee sponsored its regular biennial Midwinter panel discussion, 1-800-Publish: Helplines for Advancing Yourself and the Profession. The discussion focused on publication mentoring opportunities in ACRL.

ACRL has now made InPrint, the committee's publication of publishing opportunities, available for purchase as its first electronic publication. The cost is \$35 for a two-year subscription that includes updates every six months.

i. *Standards: Bill Nelson*

A new charge was approved for the Standards Committee:

To promote the implementation of the Standards for College Libraries, 2000 edition; identify and track new concerns that arise regarding standards; investigate mechanisms for evaluating the standards for continuous improvement; and serve as the group primarily responsible for determining the need for additional standards and for revising the standards once the time for such revision has arrived.

In addition, the Standards Committee examined ACRL goals and felt it contributed to them or will contribute to them in the following ways:

**Goal 2.2 ACRL enhances the visibility, credibility, and favorable resolution of issues affecting academic libraries at the federal, state, and local levels.**

By promoting the new College Library Standards

- CLS president's program in Chicago (chair & 2 other current members made presentations)
- News articles (2 published – see attached lists)

- Committee member presentations at various state, regional, and national conferences and meetings (see attached lists of 9 workshops & 3 presentations this year); a total of 11 workshops and 6 presentations were made since Jan. 2000
- Committee member article submission to various journals (at least one is in process)

**Goal 2.3 Skills of academic librarians are developed and librarians are seen as leaders in institutional change and improvement of learning and teaching practices.**

- Worked with CLS Continuing Education (CE) committee on co-sponsoring the ALA-Chicago CLS president's program
- Proposed a program (Panel ) for Denver (w/ CE) – not approved
- Sponsored a roundtable discussion for Denver Conference (w/ CE) -- "Endangered Species: Libraries in the Current Accreditation Culture," jointly facilitated by Lisabeth Chabot , Bill Nelson & Robert Fernekes
- Individual members of committee presented poster sessions
  - Nelson & Fernekes presented 3 (ALA-Chicago; Southeastern Library Assn.-Jekyll Island, GA; and ACRL-Denver); a total of 4 posters presented since Jan. 2000—see attached list

**Goal 2.1 ACRL improves its ability to function as an authoritative and influential advocate for academic libraries. – Working on it:**

- Involves development, revision, and promoting the standards
- ACRL requested (and subsequently approved) a proposal by Nelson and Fernekes to publish their workbook on practical application of the new CLS Standards. Manuscript due to ACRL in October.

**Goal 1.5 Academic librarians identify and agree upon core competencies for their profession.**

- Committee is working on linking standards to core competencies (information literacy, for example)

**j. Discussion Group reports**

- *College Library Directors: Tara Fulton and Charles Getchell*

The CLS Directors' Discussion had 46 in attendance, a number of whom were from the new directors' mentor program. There was an unusual number of first time attendees. Many topics were proposed for discussion, but we ended up with six tables:

0. information literacy
1. assessment
2. staff recruitment, motivation and organizational structure
3. the extroverted librarian (convincing, justifying)
4. integrating systems, web, and electronic resources

5. new buildings and renovations.

As usual, we talked at tables for 45 minutes and then switched tables, so everyone got to talk about at least two different topics and to meet some new people.

a. *College Librarians and Staff: Cecilia Knight*

This discussion group did not meet at the Midwinter conference.

b. *Medium-Sized Libraries: Susan Cirillo and Jo-Ann Michalak*

No report

k. **Liaison reports**

. *ACRL Board Liaison: Lois Cherepon*

a. *ACRL Standards and Accreditation: Bill Nelson*

ACRL is interested in promulgating and promoting ACRL standards with external agencies. Committees developing or revising standards may be expected to including an introduction to facilitate this.

It was clarified that the Standards and Accreditation Committee makes recommendations about standards, and that the ACRL Board approves standards.

The committee recommended approval of the following, which were sent to the ACRL for consideration at this conference:

- . Guideline on Collective Bargaining [ACRL Committee on the Status of Academic Librarians–Nelson happens to be a member of that committee]
  - a. Standards for Faculty Status for College and University Librarians [same] [Guidelines for Academic Status...]-committee now working on them; will be seeking input
  - b. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians [ACRL - Instruction Section]
- b. *ACRL Membership: Catherine Lee*

[Secretary's Note: Catherine had to leave the meeting before she had an opportunity to present her report. However, she mailed it to the Executive Committee on January 16. The following is a transcript of her report:

The ACRL Membership meeting took place 14 January 2001, 4:30 to 5:30 pm in the Capital Hilton, California Room. The meeting was presided over by Pamela Moffett Padley (Gonzaga University), chair.

Staff Liaison, Melissa Cast, updated the Committee on the very preliminary results of the ACRL membership electronic survey. She reported that around 8000 were sent out and approximately 4000 were returned. Melissa distributed a printed version of the preliminary results (the same copy that had been distributed to section chairs). It is yet to be determined when or if the survey results will be available electronically. We should be able to extract section-specific data from the survey.

Melissa reported on the ACRL New Member Mentor Program. She had about twice as many mentees (20 or 21) as mentors. All mentees have been placed as mentors agreed to take on more than one mentee. There was discussion of having a brief follow-up article in C&RL News reporting on the first round of the Mentor program perhaps using an interview format focusing on a mentor/mentee pair.

Melissa reported that there was good coverage at the ACRL booth in the exhibit area in Washington. She had a favorable response rate from folks she approached about donating time at the booth. Melissa will be contacting the Washington booth volunteers to see if any additions need to be made to the FAQ book. If anyone would like to volunteer for a slot at the booth in Denver or San Francisco, please contact Melissa.

Melissa mentioned the Friends of ACRL program. Money donated through the program can be directed by the donor to a specific cause such as scholarships or information literacy. Donors get a little ACRL pin and names are published in an issue of C&RL News.

Melissa was asked about the "dropped" members lists. In the past, those lists were not correct and Melissa had stopped sending them out to chairs. Melissa responded that she has been monitoring them and they appear to be much improved and she will likely begin sending them out again.

The meeting adjourned at 5:30.]

c. *ACRL Leadership Development: Susan Richards*

Susan reported that this committee was dissolved by ACRL, so there is no longer a need for a liaison from CLS. If ACRL creates a leadership committee in the future, there should be a CLS liaison appointed to that committee.

d. *ACRL Research: Christopher Millson-Martula*

Representatives to the ALA Research and Statistics Assembly reported on the current and planned activities of their constituent groups.

e. *ACRL Government Relations: Paul Frisch*

The ACRL Government Relations Committee did not meet in the posted room, so there was no report.

f. *University Library Section: Susan Cirillo*

- i. **Information items and announcements** Mickey asked the Committee for feedback on the new Monday meeting time at Midwinter, and the response was overwhelmingly favorable. She would like to send letters acknowledging service to CLS for officers and committee and discussion group chairs who will be stepping down from their positions after Annual. Please send her the names and titles of administrators at your institutions to whom you would like these letters sent and mention any particular activities or projects you would like to be highlighted in the letter.

m. **Adjournment:** Meeting adjourned at 3:30.