**CLS Conference Program Planning Committee Minutes**  
Midwinter 2003

Participants: Akos Delneky, International College  
Rita Gulstad, Central Methodist College  
Christopher Millson-Martula, Lynchburg College  
M. Dermody, St. Cloud State University

We are set with our keynote speaker, Maureen Sullivan. Maureen will be drafting a very general outline of what she hopes to cover in her part of the program, and Melinda will be her contact.

We have a library educator, Pru Dalyrmple, for the panel, and Tara has inquiries out to a CIO and a library director. We need to finalize this by early December, when the information is due to ACRL. Tara has a draft list of questions ready, which the committee has already seen, and she will tweak this based on what Maureen drafts.

Akos and M&M are working with two new librarians who are creating videos based on questions we prepared. We tried for a third, but have had no luck to date, and so will rely on the two. We considered doing a survey of new librarians, but were not convinced that the results would serve our main purpose or be worth the time.

Rita has drafted a bibliography and a list of desired qualifications from recruits, and everyone had a chance to provide input. Rita will choose a final bibliographic format and get participant input as final participants are identified.

We tweaked our committee timeline, a revision of which is attached.

**CLS 2003 Program Timeline**

<table>
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<tr>
<th>Month</th>
<th>Task Description</th>
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| August 2002 | Identify keynote speaker and panelists  
                              New librarians identified  
                              New librarians provided list of questions to cover in video |
| September 2002 | Meet room request due Sept 30  
                               Finalize moderator |
| October 2002 | Survey conducted for handout prep?  
                               If we anticipate needing funding, notify ACRL of plans |
| November 2002 | If we anticipate needing funding, seek it  
                               Virtual midwinter meeting |
| December 2002 | List of speakers due to ACRL |
| January 2003 | Preliminary program due to ACRL  
                          Decide what we can put on the web  
                          Midwinter virtual meeting  
                          New librarian videos due to committee  
                          Keynote speakers preliminary outline/notes sent to panelists |
Initial questions to panelists

February 2003  Draft of handouts sent to participants for additions
              New librarian videos reviewed for needed edits
              Keynote speaker and panelists have chance to review videos

March 2003    Participant biographies made into handout
              Revised videos due from new librarians
              Confirm questions and approach with panelists

April 2003    AV request and final changes due to ACRL
              Design session evaluation form
              Handouts finalized
              New librarian videos meshed into segments for showing
              Keynote speakers talk due to committee and sent to panelists

May 2003      Advertise in collib-l and related places
              Panelists exchange ideas via email
              New librarian video portion reviewed by committee, keynote & panelists
              Decide on lunch with participants
              Ask Membership Committee to pass out brochures

June 2003     Hat to pass cards to new members
              Check room and AV prior to the program
              Check that room is properly listed in program
              Program held

July 2003     Handouts duplicated
              Thank you letter sent to each speaker/participant
              Any reimbursement claims sent to ACRL