

Date: 10/15/13

Time:10:25

In attendance: Amy Ballmer, Lena Marvin, Elizabeth Hicks, Jonathan

Meeting Length (60 Mins)

LACUNY Committee on Committees

1. Introductions(5)
 - a. Who are we? Officials?
2. Remember of old business (5)
 - a. Any outstanding projects?
 - i. Are all the Roundtables and committees contacted to find out who their officials are?
 - b. What are the tasks completed last term?
 - i. Updated list to see what round table and chairs list is live and accurate
 - c. Where is the committee charter?
3. Settling Recurring schedule (5)
 - a. Deciding the timing and regularity
4. Establishment of Committee Norms (am I missing any?):(20 Min)
 - a. Committee Members Roles
 - i. Chair JOC (as stipulated by bylaws),
 - ii. Vice chair AB (as stipulated by bylaws)
 - iii. Secretary Rotating by alphabetical order, as established (10/15/13)
 - b. Communication: Methods of Communication will be through conference call(free conferencecall.com Login information:
 - i. Host Access Code: 134215*
 - ii. Participant Access Code: 134215#
 - iii. Conference Dial-in Number: (401) 347-0005
 - c. Minutes (etherpad?, wiki, lacuny google account?)
 - i. Will be recorded in a google doc based off agenda and then archived in the CUNY Commons Page. To archive document, the document will be converted to pdf before added to the commons.
 - d. Interaction in meeting
 - e. Conflict Resolution
 - f. Procedure for Decision making
5. New Business (10)
 - a. Establishing of the committees annual goals
 - b. Reaching out to groups about best practices in planning meeting, promoting meeting and recording event of meeting
 - c. Requesting consistency on the links to committees and roundtables
 - i. Groups should be asked to provide information for a uniform landing page (see: Archives and Special Collections)
 - ii. Groups that have a CUNY Commons Page should have LACUNY as their logo
6. Action Items (Tasks to be completed outside of committee meeting)(5)
 - a. Create a google docs to create the language that we will distribute to all of

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LACUNY roundtables and committees (JOC)

- b. Create a Cuny Commons page where agendas and minutes are kept (LM)
 - c. Ensure that all links on <http://lacuny.org/roundtables/> page are consistent (EH).
 - d. Send out doodle poll for meeting time (JOC)
7. Closing(5)