

Meeting Minutes

Team Name	Levi Watkins Library Club	Date	October 23, 2012
Chair	Clarissa Broughton	Time	11:00 am-12 pm
Location	LWLC Staff Lounge	Secretary	Courtney Williams
Attendees	Students, Edna Foxhall, Min Pan, Yolanda Smith Evans, Charlotte Daniel-Carr & Clarissa Broughton		

Team Goals	
1.	Serve as a liaison between the library and ASU student body.
2.	To promote the use of the library and its resources.
3.	To participate in library activities and events. To do fundraisers and social events.
4.	To promote quality community service to ASU surrounding communities.

Key Points Discussed		
No.	Topic	Highlights
1.	Voter Registration Drives	The Levi Watkins Library Club registered a total of 94 ASU students to vote.
2.	Holiday Community Service	Discussed sponsoring a Food and Blanket Drive.
3.	Halloween Social & Candy Donation	Finalized plans for the club Halloween party on October 30, 2012.
4.	Rededication of the LWLC	Discussed participating in the rededication of the library on Sunday, November 18, 2012 at 2:30 pm.

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	Voter Registration Drive	Student Members & Club Advisors	Sept. 18, 2012 Sept. 25, 2012 Oct. 9, 2012 Oct. 16, 2012
2.	Halloween Social & Candy donation	Student Members & Club Advisors	Oct.30, 2012
3.	Holiday Community Service	Student Members &	Nov 12-Dec 13,

Action Plan			
No.	Action Item(s)	Owner	Target Date
		Club advisors	2012
4.	Rededication of the LWLC	Student Members	Nov. 18, 2012