

Meeting Minutes

Team Name	Levi Watkins Library Club	Date	September 11, 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	Discussed, planned and set dates for the voter registration drives.
2.	Student Organization Day	Requested students to volunteer for this school event for Organizational recruitment.
3.	Miss ASU Coronation	Will elect Miss Library Club on September 11, 2012.
4.	Halloween Social & Candy Donation	Planned social gathering for Halloween and selected volunteers to hand out candy to the Early Childhood Ctr. students.

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	Oct.30, 2012
3.	Miss ASU Coronation	Student members	Oct. 11, 2012
4.	New T-shirt Order	New members	October 2012