

Meeting Minutes

Team Name	Levi Watkins Library Club	Date	September 4, 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, Randy Curtis, Cedric Davis, 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 Organization recruitment.
3.	Miss ASU Coronation	The Miss ASU Coronation will be on October 11, 2012.
4.	Miss Library Club	Will elect Miss Library Club at the next meeting.

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 Library Club & Club Officers	Student members	Sept. 11, 2012
4.	Election of Club Officers for 2012-2013	Student Members	Sept. 11, 2012