In attendance: S. Vine, D. Runyon, L. McDaniels (on the phone), S. Penniman, S. Pike

1. Approval of Minutes from May meeting
   D. Runyon motion, S. Pike second. Minutes approved.

2. Reports and Updates

   - Chair
     - Fall program planning moving forward. Speaker will discuss accessibility issues. Final version of the agenda for the day will be completed shortly.
     - Administrative assistant position is vacant. Barb Syvertson has provided a list of tasks related to conferences and S. Vine has shared the list with the programs committee and with the past and vice chairs in order to assign some tasks in the meantime.
     - W. Rotella will remain treasurer for the organization. ACLCP is paying for a PO Box so that there is separation between his work and ACLCP duties.
   - Vice-Chair
     - No report
   - Treasurer
     - W. Rotella provided a 2018-2019 budget which was reviewed. We remain in a healthy financial situation. We discussed pro's and con's of spending vs. saving
   - Past Chair
     - S. Penniman has a report on the website redesign which will be held until later in the agenda.
   - Grants Liaison
     - No report
   - PA Forward
     - S. Pike shared that an information literacy toolkit was recently posted on the PaLA website, otherwise the group is getting ready for the PaLA conference.
   - Programs Chair
     - Co-chairs are not in attendance. S. Vine reports there was a call last Monday with programs committee – the afternoon panel for the conference has not been finalized. Michelle Kowalsky is the morning speaker. She is from New Jersey and wrote a book on ADA issues.

3. Planning for Fall Program – The program will be held Friday, October 26th
   a. We discussed and agreed on making the Fall conference registration free for folks from ACLCP members schools and $10 for non-members. This will ease up work for registration, spend some of the ACLCP reserve and be a benefit for members.
4. Review of 2018-2019 Action Plan.
   a. Approved action plan for the year.

5. New Website Update
   a. Some outstanding questions:

i. What do we want to use as a listserv software? What do we want to use as a payment option? What do we want the landing page to look like?
S. Vine proposed having a place to post open jobs from member schools. If a submission form is set up for open jobs, the webmaster won't have to keep it updated.

Website tabs: About us – Membership – Programs and events – Grant opportunities – Jobs and internships.
S. Penniman will get a quote for logo work from the person who is doing the website redesign. We decided to choose MailChimp for the listserv software. Should we have a "vote for your favorite" contest with Joe's logo design options?

6. Brainstorming on how to attract Admin Ass't candidates
   a. Encourage directors to encourage their employees to subscribe to ACLCP-L and to assist in recruitment.

7. Adjournment – Next Meeting is a call on Nov 16th, 10am.
   a. Meeting adjourned at 11:50AM