

# CARLDIG-South Steering Committee Meeting

May 29, 2026, 1-3pm

Zoom Link:

<https://sjsu.zoom.us/j/3786273889?omn%3D84121601822&sa=D&source=calendar&ust=1778974919579098&usg=AOvVaw16hAdyjUvro3IxpPpQMqXyt>

Meeting started: 1:13pm

Attendees: Kelly Wilson, Katie Burns, Jenn Tirrell, Katie Perry, Lyric Ripley, Hannah Nobrega, George Rothrock

## Agenda

### Part I: Community Discussion, 1-2pm

Let's talk about the end of your semester!

- Concerns
- Challenges
- Triumphs

### Part II: CARLDIG Fall Program Planning, 2-3pm

[CARLDIG-S Fall Program Planning Checklist.docx](#)

[2026 Fall Program CARL Event Budget Planner](#)

- Call for Proposals sent out 5/20
- Work out costs
  - Breakfast
  - Lunch
  - Swag/prizes - Kelly will check out their website, Katie P will look in their store.
    - [https://calstate-la.spirit.bncollege.com/cal-state-la-golden-eagles-california-state-university-6000-julia-gash-mug/t-9099855385+p-1299895867148+z-8-3858594006?\\_ref=p-SRP:m-GRID:i-r0c0:po-0](https://calstate-la.spirit.bncollege.com/cal-state-la-golden-eagles-california-state-university-6000-julia-gash-mug/t-9099855385+p-1299895867148+z-8-3858594006?_ref=p-SRP:m-GRID:i-r0c0:po-0)
    - <https://www.frostbeardstudio.com/>
    - Crocheted bags from Hannah x2(?)
    - Jenn will donate pens
    - Prizes:
      - Bag, Candle, Notebook + Pen, Mug
    - Katie P will make bookmarks for everyone
  - Parking - Dean will pay for parking
- Notes:
  - IT guy will be on hand
  - Will hosting campus have to pay to attend? No - we just need their dietary restrictions
  - Katie P will follow up → cost of on-campus food & delivery options

- Katie B & Hannah will work on budget
- Registration Planning
  - Start and end date:
  - Registration cost tier:
    - CARL members
    - non-CARL members
    - Discount
  - Request registration form & payment form from CARL
  - Will return to costs at a later date
- Promotion Schedule
  - Initial call for proposals: 5/20/26
  - 1st Reminder for call for proposals: 8/17/26
  - 2nd Reminder for call for proposals: 8/31/26
  - 3rd Reminder for call for proposals: 9/7/26
  - 4th Reminder for call for proposals: 9/14/26
  - Proposals due 9/18/26
- Best practices for posting to CARLALL
- Save the Date Graphic – George
  - Go out August 3rd
- When to meet in June
  - June 5, 12, 19, 26?
  - 1 hour website review
  - 1 hour program planning