

**ILSSA – Officers’ Meeting**  
**Tuesday, 18 April 2006**  
**5 to 6 PM**

1. Spring Picnic
  - 1.1. Jim will host if 4 or 5 May
    - 1.1.1. 5 May
    - 1.1.2. 5 to 8 PM
  - 1.2. Faculty, Students, Staff
    - 1.2.1. Expect 70
    - 1.2.2. Budget \$150
  - 1.3. Food/Beverage
    - 1.3.1. SCALA to provide liquid refreshment with bake sale proceeds
    - 1.3.2. ILSSA to provide main food
    - 1.3.3. Pot-luck side dishes and desserts
  - 1.4. Food
    - 1.4.1. Grill?
      - 1.4.1.1. Grill Master Rotations
      - 1.4.1.2. Remember veggie options: veggie burgers and tofu puffs
2. Durham Bulls
  - 2.1. 2 Registrants so far
  - 2.2. Deadline: May 1
3. Lounge Cleaning
  - 3.1. 8 May from 5 to 6 PM
  - 3.2. Josiah, Meredith, Cassidy, Betsy
  - 3.3. Cleaning supplies under sink
  - 3.4. Microwaves the worst part; move before cleaning underneath
4. Calendar/What We Did
  - 4.1. Would like greater detail than last year’s
  - 4.2. Please summarize your effort in the position thus far; include:
    - 4.2.1. contacts
    - 4.2.2. keeper and re-setter of passwords
    - 4.2.3. etc.
  - 4.3. Due to Megan by end of May
5. Career Services
  - 5.1. Meeting with committee
  - 5.2. Outlined what CSS does for IS Undergrads; weren’t too certain of needs of LS grads
  - 5.3. Audit:
    - 5.3.1. Take tour
    - 5.3.2. Step through their process
    - 5.3.3. Report to Megan on experiences (great help and limitations)

- 5.3.4. Megan to support report to committee and Dean
- 5.4. Limitation of CSS staff to understand needs of LS profession, hiring process, and position requirements. Perhaps invite to interviews and presentations at Davis to give better understanding.
- 5.5. Have report in to Megan before the end of June.
- 5.6. Double check we don't need IRB.
  
- 6. Logo Contest
  - 6.1. Would like to have in place for orientation
  - 6.2. Involve new students
  
- 7. T-Shirt/Logo Update
  - 7.1. Only Café Press will provide SILS logo items on demand, but they aren't authorized vendors of UNC registered logos.
  - 7.2. Must design own logo (hence logo contest)
  
- 8. Open House
  - 8.1. Was Beth's Thing
  - 8.2. Last year first year
  - 8.3. Under review
  
- 9. Summer/Early Fall Events
  - 9.1. Durham Bulls
  - 9.2. Career Services Audit
  - 9.3. New Student Mentor Program
  - 9.4. Orientation
  
- 10. Mentor Program
  - 10.1. Brian create web form for 1<sup>st</sup> and 2<sup>nd</sup> years
  - 10.2. Collect:
    - 10.2.1. Name
    - 10.2.2. Phone
    - 10.2.3. Email
    - 10.2.4. IS/LS
    - 10.2.5. MS/PhD
    - 10.2.6. Interests
    - 10.2.7. Background
  - 10.3. Megan talk with Beth about last year and current contact with incoming students
  - 10.4. Cassidy to match mentor with mentee