

CORE Meeting Minutes January 17, 2008

Attending: Lucy Strand, Ellen Hughes, Mary Grace McCarter, Janet Trimbath, Micheline Sommers, Robert Gaylor, David Bates, Ellen Kieta, Kelly Bennett, Nancy Stocking, Deborah Ciavattone, Barbara Barnes, Jill Hollowell, Jean Bajorek, Melissa Humbyrd, Patricia Calvin, Jane Hoyle, Jim Kennedy, Barbara Massie, Mary George, Shelley Sweier, Carl Einkorn, Laure Unkart Guest Speaker: Karen Ventura

Call to order: The meeting was called to order by Micheline Sommers at 8:20 AM.

Announcements: Library Used Book Sale, last weekend in January; book sale at Crittenton Hospital, new books; Clinton River Watershed Council, January 29, Oakland University – a presentation on protecting local waterways; Rochester Community Schools, Administration Center PEACE March, 3:30 PM on January 21st – meet at the Library- shuttle will be provided; Sierra Club, Echos and Expressos. February 5th, location is Caribou Coffee (Adams and Walton) at 7 PM.

Committee Reports:

Membership: Shelley Sweier: New front page to the CORE Membership Guide are on the front table.

Events: Ellen Kieta: Any e-mail address changes need to be given to Ellen or Shelley. Take calendar back to your organization for event scheduling.

Publicity: Kelly Bennett: Next month's meeting is on newsletters. Please bring your newsletters for a critique.

Programs: Jill Hollowell: A Meeting and Program Calendar is available on the back table. This page lists upcoming meeting dates and program information. We still need a host for November.

Program: Karen Ventura, IT Manager, RHPL "CORE Web Calendar" This is the new way to keep the CORE calendar updated. We can now do this online via the CORE website. A link will be placed on the website to connect to the calendar. By placing your mouse over the event you get a summary and clicking on the event will bring up more information. Organizations will be color coded to help locate events. There will be a "calendar view" by month and a list view by organization. PR reports can be generated to publicize upcoming events and automatically sent to local newspapers.

Password to log in is “coreevents” (case sensitive – all lower case). This will take you to the Maintenance page so you can add/edit events. Karen went through this procedure step-by-step to show us how to use this page.

An e-mail will be sent with instructions to each member to help them use this site. Karen will also meet with individuals if they need extra assistance.

Adjournment: The meeting was adjourned at AM

The next meeting will be on February 21, 2008 at the Rochester Hills Public Library. Jill Hollowell will sponsor the event which will be about creating better newsletters.

Janet M. Trimbath
Recording Secretary