

COLLO Executive Committee 8/30/12

Attending: L. McLendon, M. Boucouvalas, M. Buckner, T. Kowalik

Action oriented meeting today.

- M. Buckner will contact Mary Beth Lakin at ACE to verify exactly which room will be available for us to use for the October 1 meeting. We need to assure that there is no confusion between the larger, more flexible room in the basement or the smaller ACE conference room.
- T. Kowalik will work with website administrator to:
 - Obtain URL for September 2011 meeting minutes for inclusion in the meeting invitation
 - Obtain the URL for online registration.
 - Have the meeting agenda placed on the COLLO website and within the online registration page.
 - Send the information to L. McLendon for inclusion in the meeting invitation
- M. Boucouvalas will contact potential speakers/panelists to present the opening framework for the meeting and keep everyone informed by email.
- L. McLendon will revise the invitation according to suggestions given today, incorporate URL's and send to COLLO listserv and others Friday, August 31.
- Next meeting is scheduled for Friday, September 14 at 1 p.m.