RCR Advisory Board Meeting Minutes  
February 19, 2014

- February 12, 2014 meeting cancelled
- Approval of minutes from January 22, 2014 meeting
- Approval of minutes from February 5, 2014 meeting
- RCR Boot Camp
  - Saturday, February 22, 2014 from 8:30 am to 4 pm in Allendale
  - Rooms reserved:
    - Multipurpose room in the Mary Idema Pew Library
    - Exhibition space – up to 30 people in seminar style
    - LIB 216 – up to 12 people
    - S. Mendoza to double-check that we are able to get a projector for the Exhibition Space; all other spaces have built-in AV equipment
  - Reviewed agenda & confirmed speakers
  - Reviewed evaluation form
  - Update on number of registrants
    - As of 2/18/14, there were 63 registered participants
    - Approximately 20 are students
  - Discussed set-up for the boot camp
    - C. Leiras & B. Smart to arrive between 7:30 am to 7:45 am
      - B. Smart will bring registration materials & folders for participants
    - B. Ashby, J. Lemmer, and G. Valdez to arrive around 8 am
    - Food has been ordered & catering knows when to arrive
  - Other issues related to the boot camp
    - C. Leiras to send email with Allendale campus map to Davenport attendees
- Future Meeting Dates: (all meetings will be held from 8-9 am in DeVos Atrium)
  - March 12, 2014
  - March 26, 2014
  - April 9, 2014

Respectfully submitted by:
Claudia Leiras, Ph.D.
RCR Advisory Board Chair