

Log in at: <https://delawarelibraries.adobeconnect.com/legactionnov2017/>

For audio: You can use your computer – a headset is recommended for quality of sound. Or you can use the toll-free conference line at: 1-877-366-0711, and passcode 46926995#. I will log on to set this up around 9:00-9:30 for the 10am meeting; feel free to come in early to get your audio up and running.

Contact: Cathay Keough (cathay.keough@lib.de.us)

A G E N D A

Topic	Details	Actions	Notes
Caucus Meetings	<p>4 Caucuses – 4 Meetings:</p> <ol style="list-style-type: none"> 1. Contact Chiefs of Staff per each Caucus to set up a meeting. Also see who from our committee can attend these meetings – generally this will be a Tuesday, Wednesday or Thursday. How much time do we have? 2. Determine who will talk, what issues. 3. Handouts? <ol style="list-style-type: none"> a. Invitations to Delaware Library Legislative Day. b. Initiatives? c. Special items? 4. Follow up after meeting with “thank you.” 	<p>Who will set up meetings?</p> <p>Who can attend? (We may not know until meetings are set up but can discuss possible dates.)</p> <p>Issues to cover? Person who will lead team meeting?</p> <p>List of Handouts, if any.</p> <p>Who will make invitation? Who will distribute them and how?</p> <p>Who will follow up with ‘thank you’ notes and reminder for Legislative Day?</p>	<p>legis.delaware.gov</p> <p>House Democrats, House Republicans, Senate Democrats and Senate Republicans.</p> <p>The Caucuses generally meet on session days (Tuesday, Wednesday, Thursday)- since Wednesdays are committees days, meetings may or may not take place. On Tuesday & Thursdays, Session starts at 2pm and they generally break for Caucus after about an hour (It’s up to leadership to determine that). Caucuses will generally have a pre-session start meeting.)</p> <p>Chiefs of Staff:</p> <p>House Democrats: Sean Finnigan House Republicans: David Deputy</p> <p>Senate Democrats: Valerie McCartan Senate Republicans: David Burris</p> <p>The list of Joint Finance Committee Members can be seen here and the Bond committee here. There should be at least one person from each Caucus on the finance committees.</p>

Item	Details	Action, Persons Involved	Notes
Legislative Day Planning:	Date: Tuesday, April 24, 2018 8:30am to 4:00pm: Dover Public Library and Legislative Hall, Dover		
	1. Make Flyer		
	2. Set up registration	Cathay	
	3. Set up Legislative Meetings (63 Senators and Representatives.)		Should we change how we have normally done this?
	4. Agenda includes invitations to speak regarding initiatives/talking points as well as reaching out to legislators to attend and "say a few words"	Cathay	
	5. Reserve catering; go over menu		
	6. Make Flags (February)	Cathay, Christine	
	7. Map of Legislative Hall		
	8. Other		

3. Pre - Conference	Advocacy Bootcamp - question for our group: Consider what things the advocacy bootcamp trainers may benefit from understanding re the current or developing DE library environment?	Asked by Denise Davis, MLA President	
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