

THE LATIN AMERICAN AND CARIBBEAN HERITAGE ROOM

Meeting Minutes – November 18, 2003
Center for Latin American Studies conference room WWPB at 5:30pm

ATTENDEES:

Luz Amanda Villada, Luis Bravo, Steve Salas, Myrven Caines, Sandria Caines, Deena Alansky, Salome Gutierrez, Elizabeth Bender, Amanda Rider.

MISSION:

The mission of Latin American and Caribbean Heritage Room committee is to establish a Heritage Room that is representative of the cultural heritage of the Latin American and Caribbean region predating 1787.

OVERALL OBJECTIVE

To inaugurate the Latin American and Caribbean Heritage Room on or before 2010.

Discussion of Action Items:

Steve (Vice Chair):

- Passed around the official proclamation from Dan Onorato, Allegheny County Chief Executive candidate and current Controller. The statement celebrates the contributions of Latin American and Caribbean peoples to this region and calls upon all residents to support the efforts of this Committee.
- Passed around a draft letter to send to our contacts.

Cathy (Chair):

- Maxine Bruhns sent a letter dated 28Oct2003 regarding soliciting foundations for funding. Prior to approaching a foundation, the proposal must be forwarded to the University for an endorsement by Chancellor Mark Nordenberg (University's Institutional Advancement). Our committee can submit proposals to Mrs. Bruhns so she can "shepherd" them through the proper channels.

Salomé (Fundraising Committee Chair):

- The final date for the fundraising event at Rosebud's is Tuesday December 9th. The committee members will help in promoting and selling advance tickets to the event
- Salomé is recruiting volunteers to man our table at the Nationality Rooms Open House. Amanda stated the Spanish Club will have some of their members present.

Action Items as of the end of the meeting:

- Salome will need volunteers to help out at our table for the 2004 Nationality Rooms Open House on December 7, 2003. Steve, Luz, Brent, Cathy, Deena,

Myrven and Sandria and Amanda and other Spanish Club members signed up to help out. Steve will help with setup.

- Everyone to help promote our fundraiser at Rosebud's on Tuesday December 9th. Luz will have tickets to sale in advance at CLAS, Salomé will have tickets as well.

New Business:

The board discussed the preparation of a pamphlet and package to send to endowments, embassies, corporations and other organizations. Deena would lead the effort of layout and the rest of the committee will work on content and contacts to send the information.

The next meeting will focus on promotions for fundraising events in 2004 including Cinco de Mayo and another summer/fall event.

Next meeting set up for early 2004.

Meeting adjourned at 6:55 pm.