

THE LATIN AMERICAN AND CARIBBEAN HERITAGE ROOM

Meeting Minutes – March 23, 2004
4D56 WWPH at 5:30pm

ATTENDEES:

Luz Amanda-Villada, Cathy Bazán-Arias, Deena Alansky, Elizabeth Bender, Luis Bravo, Myrven Caines, Sandria Caines, Diego Chaves-Gnecco, Amanda Rider, Brent Rondón and Steve Salas.

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.

Presentation

This meeting focused on the upcoming events: the 2004 Cabaret Ball and the Cinco de Mayo celebration.

Discussion

- The last preparations are being made for our participation in the Cabaret Ball on April 24, 2004 from 5pm til 10pm in the Kurtzman and Assembly Rooms. Tickets are \$15/student, \$25/non-student. Cathy checked with the Nationality Rooms Program regarding discounts for board members. Ms. Susan Langer explained that this is not typically done due to the costs that the Nationality Rooms Program already absorbs.
- Luz provided contact information for the Brazilian Nuts; Cathy will contact them to see about having a dance or two from them at the Cabaret Ball.
- Deena suggested we pass around to friends, family, and others a flyer for the Cabaret Ball to complement the Nationality Rooms Program's efforts. Cathy will contact Susan Langer about this item.
- We all agreed we should have our one page presentation flyer and perhaps flags of the different countries of Latin America on the tables.
- The Cinco de Mayo event in collaboration with the Hispanic Bar Association is underway. Invitations will be sent in the next couple of weeks. Brent is in contact with Ms. Jacqueline B. Martinez, President of the Hispanic Bar Association, regarding details on time and place. These will be e-mailed to the board and members. The event will be promoted via e-mail by the LA&C Heritage Room board and via air mail and e-mail by the Hispanic Bar Association.
- We discussed how to properly address a letter to our donors, sponsors, and other supporters. This information can be automatically added to the web, Deena just needs to receive a listing of who should be placed in our listings.

- Our website is constantly being updated by Deena. Thus far, through the site, we have received numerous contacts for design submittals, additions to the e-mailing list, and general questions about the Heritage Room.
- We received back approximately 50 letters from the letter sent to our mailing list dated 20 February 2004. Liz is updating the database accordingly.

Action Items:

- Cathy will contact Susan Langer regarding a Cabaret Ball e-flyer to promote the event and other details. She will forward the final details on the event to the Board and the mailing list via e-mail.
- Luz will provide contact information for the Brazilian Nuts; Cathy will contact the Brazilian Nuts to see if they would like to present at the Cabaret Ball.
- Brent will provide final details on the Cinco de Mayo event via e-mail to the Board.

Business carried forward:

The next meeting will focus on a potential summer/fall event and promotional material for embassies, endowments, corporations, etc. not addressed at this meeting.

Next meeting set up for sometime in June. The date is to be determined.

Meeting adjourned at 7:35 pm.