



**CCACE Advisory Committee Meeting**  
**Friday, September 14th @ 11:00 am**  
**Ripley Building, Room 4**

1. Overview of a year on the Advisory Committee
  - a. Meeting dates
    - Reminder: Per the by-laws, the Committee may appoint a successor to anyone who misses 4 regular meetings in a year.
  - b. Role of the Advisory Committee members
  - c. Concord Bookshop Windows – twice per year
    - Fall week
      - September 24<sup>th</sup> – set up at 10 am
      - October 1<sup>st</sup> - break down at 9:30 am
    - Spring week
      - February 25<sup>th</sup> – set up at 10 am
      - March 4<sup>th</sup> – break down at 9:30 am
  - d. Holiday gift wrapping at Concord Bookshop
  - e. Armchair Travel on Mondays
  - f. Can We Talk Forums
    - Fall 2018: The Defamation Experience
2. Budget & Registration recap from FY18 and FY19 to date
3. The Defamation Experience update
  - a. Ticket sales
  - b. Sponsorship updates
  - c. Marketing updates
4. New business