Archives Task Force Committee Meeting: Month XX, 202X

Zoom / Conference Call

**Members attending:** Alex Altan (Prairie State College), Jeannette Bruno (City Colleges of Chicago), Rebecca Fitzsimmons (Illinois State University), Pam Hackbart-Dean, chair (University of Illinois Chicago), Ashley Howdeshell (Northeastern Illinois University), Steve Kerber (Southern Illinois University Edwardsville), Michelle Miller (Abraham Lincoln Presidential Library and Museum), Elaine Fetyko Page (Elmhurst University), Megan Ryan (National Louis University)

**Members absent:** Name (Institution), Name (Institution)

**CARLI Staff attending:** Elizabeth Clarage, Martin Kong, Sara Mercurio, Annie Serrano

**Decisions**

* The DATE minutes were approved.

**Tasks Assigned**

* Minutes taken by (member name).

**Announcements**

* Member Announcements:
  + Member Name (Institution): announcement
  + Member Name (Institution): announcement
  + Etc.
* CARLI Announcements:

**Discussion**

**Next Meeting Dates and Deadlines**

The Archives Task Force will meet next on Month, XX, 202X at TIME.

Committee Meetings:

DATE: Minutes taker -

DATE: Minutes taker -

Etc.

Deadlines:

February 22, 2024: Task Force Report to Board

March 31, 2024: Task Force Annual Report