**November 1, 2017 – CICPC Minutes**

*Prepared by:* Sarah (Domire) Monaco

*Present:* Sarah (Domire) Monaco, Manuel Figueroa, Susan O’Connor, Forrest Link, Ambrose Adegbege, Justin Lewbel, Felicia Steele, Isabel Anthony

*Absent:* Dionne Hallback

1. Remaining Budget Overview
   1. CLD payment overdue
   2. Review of expected number of proposals for spring
2. 2018-2019 Proposal Guidelines
   1. Rolling submissions vs. deadlines
      1. Fall rolling (4 weeks prior)
      2. Spring deadline (Proposed 2/1)
      3. Promotion through student class presidents, student organizations, spring event (ex. Afternoon tea)
3. 2018-2019 Theme and Summer Read Discussion
   1. Developed a partial list of potential themes, books, and cultural events