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**CCACE Advisory Committee Meeting**  
**Friday, September 13, 2019 @ 11:00 am**  
**Ripley Building, Kristen's office**

1. Overview of a year on the Advisory Committee
  - a. Meeting dates
  - b. Role of the Advisory Committee members
  - c. Concord Bookshop Windows – twice per year
    - Fall week
      - September 16th – set up at 10 am
      - September 23rd – break down at 9:30 am
    - Spring week
      - February 24th – set up at 10 am
      - March 2nd – break down at 9:30 am
  - d. Holiday gift wrapping at Concord Bookshop
  - e. Armchair Travel on Mondays - who will assist Claudia
    - September 23rd - Claudia
    - October 7th - Paula
    - October 21st -
    - October 28th -
    - November 4 -
    - November 18th - Paula
    - December 9th - Paula
    - December 16th -
  - f. Can We Talk Forums
    - FY20: Unconscious Bias
2. Budget & Registration recap from FY19 and FY20 to date
3. Unconscious Bias update
  - a. Registrations
  - b. Partnership with The Friends of the Concord Public Library
    - Course locations
  - c. Marketing updates
4. New business