** WALT Meeting Agenda**

Date: Friday, October 25, 2013

Time: 9:30 – 2:30

Location: Federal Way Library/KCLS, 34200 1st Way S, WA  
<http://www.kcls.org/federalway/directions.cfm>

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| Meeting Facilitator: Betha Gutsche | | |
| **Gatekeeper/Consensus Tester –** | **Timekeeper –** |  |
| **Note Taker – Jeanne** | **Devil’s Advocate -** | **Treats –** |
| **Attending:** |  |  |

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| **Agenda: Key Discussion Points** | **Outcomes (Decisions, Action Items)** | **By Whom** | **By When** |
| Welcome & Approve Meeting Minutes from August online meeting  9:30 – 9:45 |  | Betha |  |
| **Training**: The Secrets of Killer Presentations  9:45 – 12:00 | We’ll watch the recording and then discuss.  Take a 10-min break somewhere in the middle | Jess |  |
| **BREAK** (grab lunch and reconvene to share what’s happening)  12:00 – 12:15 |  |  |  |
| **Lunch/What’s Happening**  12:15 – 1:15 |  | All |  |
| **Topic:** WALT membership drive  1:15 – 2:15 | Review ideas from June meeting; look at mission statement; develop “promotional” statement | Betha, Jeanne, All |  |
| **Meeting Debrief & Close** | Reminder of 2014 meeting schedule | Betha |  |
| **Parking Lot:** |  |  |  |