

Facilitator: Jess Chandler

Note taker: Jeanne Fondrie

Attendees: Susanne Woodford; Mary Ross; Kandy Turk; Jess Chandler; Elizabeth Iaukea; Jeanne Fondrie; Darlene Pearsall; Mary Power; Laurel Steiner; Christa Werle

When you leave this meeting, we will have:

- ◆ Ice-breaker – Laurel Steiner and Susanne Woodford
- 1. Reviewed minutes of 10/28/05 WALT meeting for changes, or additions
- 2. Mary Power's report to WALT on WLA Board
- 3. Per our last meeting, we will decide plan and process to distribute Proposed By-Laws to WALT membership before the April Business Meeting (where voting on changes will occur)
- 4. Planned the 2006 acceptance of nominations for WALT board members and voting at WLA conference.
- 5. Determined plan and process to send an invitation to WLA ListServe encouraging members to join WALT in 2006.
- 6. Discussed experiences and follow-through after the Accelerated Learning workshop.
- 7. Discussed current WALT website; discussed any changes/additions. Decided if we are ready to open the blog to entire WALT membership.
- Toured ABC Express Van at end of lunch time**
- 8. Finalized plans for WLA 2006 program and conference presence (including Meet & Greet Gift Basket)
- 9. Planned the next meeting at the WLA conference and established outcomes
- 10. Decided plan and implementation for WALT scholarships; financial status of WALT
- 11. Brainstormed ideas for programs WALT may present over the next two years; proposals for June through September due in February
- 12. Heard a report on potential WALT T-shirts, and determined next plans
- 13. Shared training news, information, and/or resources; opportunities to ask for assistance

Item #1	Reviewed minutes of 10/28/05 WALT meeting for changes, or additions	All
Discussion:		
Changes: 4 people add Mary Ross to presenters		
Conclusions:		
Action items: (will do what)		
	Person responsible: (who)	Deadline: (by)
Special notes:		

Item #2	Mary Power's report to WALT on WLA Board	Mary Power
Discussion: Conference 2007 in Kennewick looking for help, speakers. Theme "Washington Connects" 2008 WLA conference will be in Vancouver.; may be joint with OLA State Lib wants to know if libraries want training in outcome-based performance and evaluation. Suggestion that WLA and WLMA hold joint conference. WLA proposing to PNLA that they establish regional IF clearinghouse: scenarios State library willing to do blogs workshop as stand-alone workshop. Does WALT need a conference liaison position?		
Conclusions:		
Action items: (will do what)		
	Person responsible: (who)	Deadline: (by)
Special notes:		

Item #3	Per our last meeting, we will decide plan and process to distribute Proposed By-Laws to WALT membership before the April Business Meeting (where voting on changes will occur)	All
<p>Discussion: Date of revision will be date approved in April 2006.</p> <p>Need process to get it to WALT membership. Ideas: send email link to WALT by-laws page. Suzanne will get document to Darlene to post. WALT meeting is at WLA Thursday 4:45pm. Thank you to everyone who worked on by-laws.</p>		
Conclusions:		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Post proposed by-law changes on Web page, email membership	Darlene	
Check w/Gail Willis @WLA whether need to know about by-law changes	Mary P	
Special notes:		

Item #4	Planned the 2006 acceptance of nominations for WALT board members and voting at WLA conference.	All
<p>Discussion: Article 5: Nominating committee appointed by steering committee will bring recommendations to membership. Moved and seconded to form committee. Positions are article 4 sect 3: Chair (Jess in 1st yr, willing to serve again) Vice-Chair (Elizabeth in 1st yr), Sec/Treasurer (Jeanne in 1st yr, willing to serve again), Program Chair (Mary R in 1st yr, not willing to serve again, Mary P willing to serve), Webmaster (Darlene in 1st yr, willing to serve again). Laurel will be Chair of Nominating Committee, Christa will help.</p> <p>Election: What about by-law ballots to people who won't be at WLA. Laurel will contact Gail to mail after membership deadline 2/15. Coordinate with WLA ballots?</p>		
Conclusions:		
Mail paper by-laws ballots to membership		
Revise bylaws: Add: <i>Officers assume new duties after business mtg.</i> Remove: <i>submit list of nominees to members at business mtg.</i>		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Send email to membership asking for nominations, becoming officers, joining WALT	Christa & Laurel	
Mail by-law ballots to WALT membership after WLA membership deadline 2/15/09	Nominating Committee	
Coordinate election at WLA conference	Nominating Committee	
Special notes:		

Item #5	Determined plan and process to send an invitation to WLA ListServe encouraging members to join WALT in 2006.	All
Discussion:		
Conclusions:		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Send email about becoming officer and joining WALT while membership renewals, add IG as WALT to WALT list for nominations, WLA for joining.	Christa	
Special notes:		

Item #6	Discussed experiences and follow-through after the Accelerated Learning workshop.	All
Discussion:		
<ul style="list-style-type: none"> • Mary revising Horizon training. Intro to training using Camtasia and PowerPt for tips and tricks, self-paced training, checklist shaped like bookworm. • Laurel: word scrambles, matching cards; coloring book ideas for reviews, markers, name tents; postcard with goals, each person then dates it one month from training, she then mails to them after training • Darlene: handouts with blanked out buttons on screenshot of OPAC to guess buttons; searching: each participant is a book title and should stand if they think they would have come up in search. • Mary R: IF training for student assistants, having 2 working on revising training, ALA posters of Emily the Strange, colorful pipe cleaners and cups, whiteboard paddles from Trainers Warehouse for comments and answering questions 		
Thanks to Mary R for instigating AL		
Laurel bought kit,; state lib has kit so could borrow		
Conclusions:		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Special notes:		

Item #7	Discussed current WALT website; discussed any changes/additions. Decided if we are ready to open the blog to entire WALT membership.	All
Discussion: Open up blog for any WALT members to post topics? Now only officers but anyone can comment.		
Conclusions:		
Blog posting just by officers; include in welcome letter that if want to contribute, contact Darlene		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Special notes:		

Lunch time for conversations/sharing	All
And tour of ABC Express (children's' outreach van and/or the training rooms	

Item #8	Finalized plans for WLA 2006 program and conference presence (including Meet & Greet Gift Basket)	All
Discussion: Dialog via email so presenters will come prepared to do workshop. Use Unshelved cartoon as starting point, workshop photos, sum up AL workshop and 4 phases. Distribute quotes, participants break into small groups to discuss. Each presenter will take one phase and prepare. Presenters: Mary R, Christa, Jess, Laurel.		
We have \$125 from WLA for presentation for supplies		
Basket for Meet and Greet will be all AL materials, including AL book. Letter from Elizabeth to request materials from vendors. Christa will bring Geotoys, Eliz will bring wine bottle and book. Jess has AL book. Mary P will coordinate basket, Suzanne will donate jumbo bag.		
Conclusions:		
Purchase AL "peripherals" for presentation from WALT funds		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Send photos of AL techniques and testimonials (here's how I applied it to my training) to presenters.	All	
Meet ½ hour before Meet 'N' Greet to assemble, wrap basket	All	
Special notes:		

Item #9	Planned the next meeting at the WLA conference and established outcomes	All
Discussion: Meeting at WLA conference is 4:45pm. Encourage everyone to join WALT		
Icebreaker, encourage interacting: King Co, using variation of author/book title game we did today. 10 of each: author, book titles, picture. Find your match. Time limit 15 minutes		
Announce voting on by-laws revision by ballot to be mailed		
Review Web site		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Voting process/election	Nominating committee	
Special notes:		

Item #10	Decided plan and implementation for WALT scholarships; financial status of WALT	Jeanne/ All
Discussion: Financial status: Before AL workshop had \$6171.88. Estimate AL workshops \$1500, approx. \$4671.88.		
Scholarships: Proposal by Suzanne to offer scholarship to offset WLA membership and encourage joining WLA and WALT. What are impediments to people joining WALT? Time off from work? Paid staff time? State lib reimburses travel. Requirement is to become active member of WALT. Tie in perceived value, benefit of WALT: we pay 1 st year membership.		
Proposal by Jess to fund scholarships (especially for folks from Eastern WA) for WALT-sponsored training events, x number of seats per program or one per site; require them to apply for CE grant from state lib also, WALT covers registration fees plus \$100 towards travel.		
Eliz out in state w/other training will chat up WALT/major recruiting.		
Conclusions:		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Prepare scholarship proposal	Mary P & Christa	Summer WALT mtg
Special notes:		

Item #12	Brainstormed ideas for programs WALT may present over the next two years; proposals for June through September due in February	All
<p>Discussion:</p> <p>Announce officers and bring ideas for stand-alone training for WALT to sponsor. 1) Supervisory or getting ready to supervise. 2) For support staff: communicating better with supervisors when pulled in different directions 3) Customer service.</p> <p>Anything for WALT members like AL for this year:</p> <ol style="list-style-type: none"> 1) Proposal by Eliz that Mary R have one-day or online class on taking training online, for subject expert work w/training expert to develop curricula, such as workshop Rita Kaiser did online. Topics: genealogy, statistics. 2) Jess: In August 2006, Cascade School of Public Affairs at UW offering course on storytelling for organizational change, using metaphors to get point across. \$700 if register 60 days in advance. Jess will send us link to Web site and investigate group discount. 		
Conclusions:		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Investigate storytelling for organization change course	Jess	
Solicit training suggestions from membership in email requesting officer nominations	Christa?	
Special notes:		

Item #11	Heard a report on potential WALT T-shirts, and determined next plans	Christa/All
<p>Discussion: T-shirts good quality \$15-20 each. WALT or WLA t-shirt? Totebag? General library t-shirt?</p>		
Conclusions:		
Action items: (will do what)	Person responsible: (who)	Deadline: (by)
Table this to standing agenda item		
Special notes:		

Item #13	Shared training news, information, and/or resources; opportunities to ask for assistance		All
<p>Discussion:</p> <p>Jeanne: working on developing technology competencies. Suggestion to post to WebJunction?</p> <p>Elizabeth: Spanish language outreach workshops to Latino communities; connecting with community leaders, partnering w/organizations. Opportunity for frontline staff to learn about these issues.</p> <p>WebJunction learning center: contact Elizabeth if you want to put something online, or if you want to demo LiveMeeting. Beta period last til July 31, way to figure out how medium works and is this good method of communicating. Summer reading blog: will help replace what libraries are doing in children's RA, booktalking. She is WALE conference program chair this year, needs help w/keynote speakers and programs. Contact her or Heidi at WALE. Conference is Oct. 5-7 in Bellingham. Main day Oct 6.</p> <p>Jess: will report to WLA board Tuesday, statistics of what WALT did: Guila Muir's 5 Star Presentations and Meetings That Work workshops; co-presentations at WLA; hosted WLA Meet 'n' Greet at 2005 conference; training mentorship for conference presenters; recommend there be a WALT member on conference program committee for local arrangements</p> <p>Thanks to KCLS for hosting the WALT meeting!</p>			
Conclusions:			
Action items: (will do what)	Person responsible: (who)	Deadline: (by)	
Special notes:			

WALT Meetings for 2006-2007, all 10am-3pm except as noted:

Face-to-face:

- April 21, 4:45pm, WLA conference, Tacoma, contact Darlene Pearsall, dpearsal@kcls.org
- June 23, Tacoma Public? Elizabeth will arrange
- October 27, WCLS, Jeanne will arrange, jfondrie@wcls.org
- January 19, 2007, ALA Midwinter Conference Seattle, coordinate w/CLENE, joint reception?

Virtual meeting:

- May 18, 10am-12pm – demo of LiveMeeting (download software, setup in advance to test)