

WALE 2012
Conference Planning Committee Meeting
BlackBoard Collaborative
September 6, 2012

Present: Brianna Hoffman, Daurice Siller, Jennifer Fenton, Bobbie Dimiero, Gina Rice, Cindy Wigen, Peggy Bryan, Danielle Marcy, Lisa Adams, Theresa Barnaby, Lynne King and Leanna Hamlin.

Brianna Hoffman, Conference Co-Chair, called the meeting to order at 8:19 a.m. She welcomed everyone to the meeting on behalf of herself and Daurice Siller, 2012 Conference Co-Chair.

Co-Chair Report

- Brianna announced that registration for WALE Conference is currently at 44-46. This is about half of what the count was last year at this time. A couple of things factor into this -- the conference is two weeks later than last year and it was moved to the beginning of the week, rather than the end of the week.
- Brianna asked for PR suggestions to promote the conference. Peggy pointed out that early bird registration ends on September 28 and that should encourage registration too. Jennifer stated that 120 attendees is break event point. Around 160 attended the 2011 WALE Conference in Spokane. Lisa suggested posting WALE information on other list serves to spread the word.
- Brianna announced that ribbons for the conference have arrived, noting there is a good selection. 40 Mugs with the Conference logo were ordered for speaker gifts at a cost of \$178.00. They will be filled with candy. It was suggested that any extra mugs could be sold.

Sub-Committee Report

- **Programming/Speakers:** Great programs and speakers are in place for the conference! Brianna announced that Peggy Bryan & Jennifer Fenton will be stepping in to assist in place of others that are not able to attend.
- **Local Arrangements:** Brianna reported that Georgette has made all of arrangements for the poker walk. Gina discussed WiFi at Campbell's and connectivity issues with various types of computers. Since each presenter will bring their own laptop, she will work out any issues before hand.
- **Exhibitors/Vendors/Sponsorship:** Brianna announced that exhibitors include Ebsco, Washington State Library and Susan Maddon , Overdrive donated several jump drives as prizes. Other items to give away include plastics bags, pens and mints. Danielle contacted several companies, including Movie License USA who donated \$150 sponsorship. Brianna praised Danielle for thinking outside the box. Others who have been or could be contacted are Knights of Vertas Mobius Science Center, UW, HCC & SFCC.
- **WALE Communications:** Cindy suggested forwarding WALE messages to list serves whenever possible to spread the word. The wine raffle was very popular last year and will be a good thing promote too. She announced that the WALE newsletter will go out next week.

- **Pre-Conference:** Great sessions are lined up for the pre-conference. Brianna will check with Kate on the minimum number needed to register for these sessions. It was announced that registration will take place in the foyer of Campbell's, along with the vendors.
- **Promotional Materials:** Folders will be given out rather than bags. They will be light blue with WALE logo sticker on them. There will be variety of bags available should anyone want one.
- **Raffles:** Raffles will be handled by the committee. All committee members are asked to bring wine for the wine tower raffle. The drawing for the wine tower will be held at breakfast on Wednesday morning. The winner must be present to win, but tickets can be given to a co-worker or friend to pick up also. A discussion followed on paying a \$10 fee to register raffles – this question will be referred to Dana before proceeding.

Brianna thanked everyone a great meeting. With no further business, the meeting was adjourned at 9:00a.m. The next Blackboard meeting will be Thursday, October 4th at 8:15 am.

Respectfully submitted,

Peggy Bryan
WALE IG Secretary