

**WALE 2013**  
**Conference Planning Committee Meeting**  
BlackBoard Collaborative  
August 1, 2013

Present: Joe Olayvar, Daurice Siller, Theresa Barnaby, Lisa Adams, Angela Morris, Danielle Marcy, Lynne King, Gerie Ventura, Cindy Wigen and Peggy Bryan.

Joe Olayvar, Conference Chair, called the meeting to order at 8:32 a.m. and welcomed everyone to the planning meeting.

**Where are we now:**

- **Conference Chair:** Joe Olayvar
- **Programming & Speakers:** Gerie Ventura and Kolleen Schlenker
- **Volunteer Coordinators:** Bobbie Demiero and Leanna Hammond
- **Local Arrangements:** Angela Morris and Ann Brangwin
- **Printing & Supplies:** Lisa Adams
- **Prizes & Packets:** Lynne King and Georgette Rogers
- **Facilities:** Danielle Marcy

For the most part, info was in and the website was ready by July 22<sup>nd</sup>. There were a few issues with the listservs, but that seems to have been solved. There was additional mention of the WALE Conference registration being open with the Summer WALE Newsletter and by Diane Hutchins with this morning's WSL Updates.

Registration—the status as of Monday, July 29<sup>th</sup> was 3 legitimate registrations, 1 inconsistent one and 0 pre-conference registrations. There was a question about having the registration form available in a pdf format for library business offices. Per the online instructions, if you need a paper registration simply email the request to Becky. (After the meeting, there were a number of emails requesting the paper/pdf form and it was decided to post it online.)

Deadlines were reviewed and tweaked as follows:

- Scholarship deadline is Friday, Aug. 23<sup>rd</sup>
- Scholarship announcement is Wednesday, Aug. 28<sup>th</sup>
- Early Bird registration closes Friday, Sept. 13<sup>th</sup>
- Pre-Conference assessment is Tuesday, Oct. 1<sup>st</sup>
- Registration ends on Friday, Oct. 18<sup>th</sup>

Progress reports were as follows:

- **Facilities**—Danielle is creating a spreadsheet to identify AV conference needs and who will be able to bring equipment for the conference. It will be posted and shared on Google docs. Susan Madden will be attending with her jewelry. She will need a couple of tables for set-up and has a special auction item.
- **Local Arrangements**—Angela reported that Riverside Books will have a table at the conference and participating businesses with the WALE Walk Bingo will be donating gift baskets (maybe 10?).

- **Prizes and Packets**—Lynne reminded everyone about bring a raffle item and wine for the wine tower raffle. Joe will contact Campbell's to see if they will donate a possible 2-night stay (like they did last year).
- **Speakers and Programs**—Gerie and Kolleen have things lined out with the speakers/presenters and just waiting for returned contracts.
- **Volunteers**—Bobbie and Leanna will have a Volunteer List on the shared docs. The call will go out soon, so please take a look and sign up where you can.
- **Printing**—Lisa volunteered to print labels for the conference folders. Theresa said they could get the folders like last year, at a great price.

Please look at and post updates on the shared Google docs as progress is made. Dessert Reception display tables have been added—one for young adult author Allyson Schrier and one for Riverwalk Books. There are still two tables open. There will be a slide show of past WALE Conferences along with music provided by the Jazz Trio—Jennan Oaks. Lynne suggested forwarding any conference pictures from 2011-2012 with Gerie for that slideshow and a reminder to share pics on Facebook.

Theresa mentioned the WALE Business meeting and including a possible WALE (whale) logo discussion on the agenda. She will send out an email asking for nominations for secretary.

Joe will send out an email to see what days might work for our next couple of meetings. Please let him know which fits with your schedule. Joe thanked everyone. With no further business, the meeting was adjourned at 9:13 a.m.

Respectfully submitted,  
Cindy Wigen for Peggy Bryan, WALE IG Secretary