

WALE 2013 Wrap-Up Meeting December 12, 2013

Present: Camile Wilson, Carol Ellison, Cindy Wigen, Gina Rice, Kolleen, Kristina Payne, Lisa Vos, Lynne King, Joe Olayvar, Peggy Bryan

Note: Session was recorded. I tried to write down what was being said aloud and in the chat window. If I forgot anything please let me know. --Carol

Call to order

Joe called the meeting to order at 8:35. He welcomed the new volunteers and 2014 conference co-chairs Kristina & Lisa.

What went well?

Overall, happy with everything. Band worked out really well despite initial concerns.

Lots of great sessions

Gene was awesome.

Tons of positive comments about venue, food.

My first WALE conference. Layout was great.

Layout worked well.

It was easier to move around and see what was going on.

All the amazing help!

Everyone who attended seemed to help out with something. None of the committee themselves had to jump in and cover –everything was covered on its own. Volunteering was outstanding.

Not so well?

Some sessions were either running over the time or running very much under time.

Assembling name tags and packets at the registration desk slowed things down a little.

One session only lasted 20 minutes.

Attended one (readers advisory) and was disappointed with lack of prep by presenter.

Some presenters didn't have handouts printed.

Session too full for the room provided.

Problem with the readers advisory session has been addressed (based on feedback forms).

Good having door prizes mixed in with the raffles.

And having the raffle timing spread out was handy.

Raffles are always good! It turned out well.

Being present to win! Important!

The ice breaker was well-received and people didn't stop when it was done! They kept playing, a sure sign of a successful ice breaker.

The morning breakfast speaker got moving to correct missing his time once he'd realized his error.

Theresa did well in improvising the morning schedule, moving the business meeting to breakfast.

Improvements?

Some of the timing, etc. could be the session monitor's responsibility.

Conference chair could email presenters and remind the speakers to print off their session handouts before the conference.

Pre-made labeled registration packets with nametags inside would be helpful. Carol will volunteer for packets if her library's administration approves (she'll get back to us).

Discuss transitioning materials, etc.

Give the new chairs a breakdown/picture of how things went so they can take it from there. Reports are in template format so that the co-chairs can do it next year with the same report template. As time goes on these reports will all be set up the same way. It will be easier to find necessary information. Joe will be handing it all over to Kristina and Lisa in January.

Lisa and Kristina will get the full financials from WLA.

Is anybody from the 2013 conference staying on for 2014? Not really! But everyone said they were happy to answer questions via phone or email.

We've locked in Campbell's again for 2014. WLA has the 2015/2016 proposal contract now. Joe is waiting to hear back from Dana. We love Campbell's! Reasonable costs, good central location. Employees ROCK! Don't have to switch to a new facility each year, explain, etc. They know us and we know them! 2014 costs are locked in. In 2015/2016 costs are probably rising slightly but by a very small amount considering the economy.

Open discussion

There's a desire to connect with other people to share successes who do the same library jobs.

Excel spreadsheet with contact info, jobs?

Have a networking session?

Identifying on name badges the job you do (could get pretty full with multiple hats).

Way to identify same job on others at conference.

Color coding job descriptions to add to the tag-would need a color key posted.

Theme ideas centered around rainbows: Reading Rainbow. Rainbow Connection. I think we love rainbows!

Icebreaker: get color groups together and opportunities for them to trade job information.

Budget:

Up to Kristina and Lisa to build and then put it forth to WLA office for approval, and then that becomes your budget for the 2014 conference. Go back to last year and look at expenses, figure out what to expect, generalizing, and then come up with bottom line figure broken down into categories like most budgets would. All of it needs to be approved by WLA office before you get going. They'll come back with a thumbs up or thumbs down, here are improvements, or yeah run with it. When locked in, you have some leeway but you can't get too crazy. Ultimately WLA handles the funds. We give them figures in which to work with.

Last year's budget: final approved budget was for \$22,570.55. Using last years' budget, Campbell's prices, etc. Actual expenses: \$23,929.27. Meals! More people you have, the more meals you pay for. But it also translates into more income (registration). It's all a balancing act. Total expenses were effectively \$1,400 over, income was \$34,658 (from WLA office). Net of \$10,728.73. We have that and seed money from last year. Net profit (10k ish) half of that goes to WLA for them to use. Rest becomes our seed money for 2014. Joe needs to clarify with WLA. Take net profit, slice in half, roughly \$5350. Last year's WLA cut was \$4,400.... Do we have that 4k to play with? Or do they take it back? Goes into total figure and sliced in half? Joe will figure out with WLA. Worst case seed for 2014 would be 7k. Joe will find out from WLA and let the co-chairs know.

Raffle \$\$ did not get added in to the figure. (\$600) Directed at sponsorships for scholarships. Doesn't

play into this fundage. Lynne says Raffle goes to WALE. Joe says interesting. We need clarification? Daurice can probably find out how much we have in WALE.

Discussion about WALE scholarship money, what we can afford outright, what we have to absorb (in 2013 we absorbed two registrations).

Participants had to return to work before we could set a next meeting date or time.

Meeting adjourned at 9:35am.

Respectfully submitted,
Carol Ellison
WALE Secretary