

WALE 2013
Conference Planning Committee Meeting
BlackBoard Collaborative
May 2, 2013

Present: Cindy Wigen, Peggy Bryan, Anne Brangwin, Lisa Adams, Geri Ventura, Kolleen Schlenker, and Joe Olayvar.

Joe Olayvar, 2013 Conference Co-Chair, called the meeting to order at 8:30 a.m.

- Joe announced that the co-chair position is still open. Please encourage anyone you know who might be interested.
- Joe reminded everyone that WALE power points are available on the google drive site. He asked that everyone enter information on Google Drive Site as needed.
- Joe announced that the OLA/WLA Conference was good and it was nice to meet fellow WALE members that were able to attend.
- Cindy Schaeffer is a possible Pre-Conference Speaker. Joe will talk to her personally while attending her class on May 29th and will discuss this with her further. Her topic is leadership.
- Joe discussed the Cruise and the financial risk involved. After talking to Angela, they decided it was best not to include it on the agenda for this Conference. Cindy inquired about a wine tasting tour on Sunday afternoon. A discussion followed. Joe said that there will be time between sessions for attendees to do things on their own, such as wine tasting and not to include it in the agenda.
- Progress Reports
 - Facilities, no updates
 - Local Arrangements
 - Joe contacted a Jazz Trio “Jenna Oaks” for dessert reception. Anne and Angela are working on the Entertainment Agreement.
 - Georgette and Lynne are coordinating Prizes and Packets. They will be working with Angela and Anne gathering local items.
 - Speakers and Programs
 - Confirmed ½ day Pre-Conference
 - Ross and Even of Washington Rural Heritage, WSL
 - Includes hands on scanning of historical documents/photos
 - Confirmed Session Speaker
 - Gerie and someone who could assist with training, possibly someone from Web Junction
 - ❖ This may be a ½ day Pre-Conference...
 - Jeff Martin
 - ❖ He’s open to suggested topic
- Request For Proposals (RFP) for speaker sessions was discussed, with RFP going out in May and returned by June 4. The next WALE meeting will be June 6. Response letters will be returned by July 1. Lisa announced that Danielle Marcy created a google doc that could be used for this year.
- A discussion followed on how to get the word out on the WALE Conference. Cindy is preparing information on the WALE Conference for ALKI. Other promotions include an Email blast, WSL updates, FaceBook and word of mouth

- Lisa discussed a social gathering in Joe's room during the Conference, possibly the first night, as it has in many previous conferences.

With no further business, the meeting was adjourned at 9:23 a.m. The next Blackboard meeting will be Thursday, June 6 at 8:30 a.m.

Respectfully submitted,

Peggy Bryan
WALE IG Secretary