

WALE 2013 Planning Committee
On-line Meeting
October 3, 2013

Present: Cindy Wigen, Peggy Bryan, Joe Olayvar, Lisa Adams, Geri Ventura, Danielle Marcy, Lynn King, Theresa Barnaby, Leanna Hammond and Daurice Siller.

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

Joe welcomed everyone to the meeting.

Joe announced that he should be getting an update on the registration from Becky at WLA office today. Registration ends Friday October 18th, with early bird ending on September 30.

Joe asked for progress reports from the following committees:

Facilities

Danielle reported that she is contact with Campbell's on the speaker rooms. She met with Barb on the figures and arrangements for the conference; specifically the meals and special requests. She has also discussed room assignments as far as the needs and attendance for presenters. Lisa is making a stack of each of the meal tickets, with a plan to do handle the last minute details of WALE on Sunday.

Local Arrangements

Joe reported neither Ann nor Angela could attend today. Joe reported that several have signed up for the Bingo walk. They will get that information to Lisa for the sponsor list and any additional items for Bingo Walk.

Prizes and Packets

Lynn reported that she has collected items for the prizes and packets, as well as Gerie. Local businesses will be donating items for prizes and packets. Lynn requested the committee bring items for raffle and also wine raffle. She has pens. The raffle drawings will be drawn at the meals; Lynne will work on a plan for the drawings. Each committee member is asked to bring at least two bottles of wine for the wine raffle. Lynne is making wine bags as well.

The packets will be a folder with the basic conference information on it. Theresa reported the folders will be ordered shortly.

Lisa is getting the information together for the folder together for WALE on Sunday. Gerie reported that she has requested information from the presenters, and is hopeful that they will all reply so the information can be posted.

Theresa reported that the worksheet "Presenter needs WALE 2013" with room assignments will be the guideline they will use. Those details will be worked out this weekend. Danielle is working on this with Campbell's. A map of Campbell's along with an At a Glance summary will be in the folder for attendees.

Volunteer Coordinators

Leanne reported that there are only 11 spots for volunteered to be filled; she will send out another email this afternoon to fill the remaining spots. Overall, we have more volunteers at this point than we did last year. Angela will handle the volunteers for the Bing Walk.

A discussion followed on the ribbons for new attendees. Theresa reported she has contacts at WLA and will try to coordinate this.

Printing and Supplies

A decision will need to be made by late October for the 2014 WALE Conference. A discussion followed on future conference locations; most agreed that Campbell's was good since it's centrally located. Gerie suggested a post evaluation survey on the location, which will help for future planning. Everyone agreed. Lisa suggested that survey include a chance to serve on the committee should the location change.

Miscellaneous

Joe has completed the dessert reception power point of past WALE Conferences. He does need more photos for 92, 92, 01, 02, 03; more photos for 2010, themes for 92, 93, 96 and locations for 92 and 93. Please forward any information you have to Joe.

Cindy mentioned that WALE was 25 years old in 1998, making it 40 years this year. Lisa said that CLEWS was the group before WALE, Classified Library Employees of Washington State. The name changed in 1984 to WALE, Washington Association of Library Employees. Several mentioned a book that has the history of the group. Daurice will check through the information she has and pass it on to Joe.

Joe asked which committee members are arriving on Sunday, October 27. It appears most of the members will be arriving on that date. The committee will work on packets, etc. following dinner at Crickett's at 6:00 p.m.

With no further business, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Peggy Bryan,
WALE IG Secretary