

### **WALE meeting minutes August 21, 2014**

Present: Beth Bermani, Carol Ellison, Delain Miller, Jen O'Brien, Joe Olayvar, Kristina Payne, Lisa Vos, Warren Chin

*Unfortunately we do not have a recording for this meeting, but the slideshow is available in Google Drive.*

Meeting called to order at 8:36am by WALE Conference Co-Chair Kristina Payne.  
Minutes from the July meeting were read by WALE Secretary Carol Ellison.  
No amendments or discussion  
Motion to approve the July minutes made by Joe Olayvar, seconded by Lisa Vos.  
The July minutes were unanimously approved.

### **Speakers and Programs –Camile**

Camile was not able to attend the meeting. Kristina said all of the presenter contracts have come back and Kristina sent them to WLA.

Keynotes and presenter needs are being worked on by Camile and Gina.  
Need to contact keynotes to see if they have any specific introduction bios and/or if they would prefer we use at the conference.

The "It's not your mother's library" session is actually happening twice at the conference. Kristina and Lisa asked two presenters to present twice. They were popular and we needed more sessions, very excited to talk, so that's why those two sessions offered twice.

### **Volunteer Coordinators—Delain and Luciane**

WALE conference volunteer spreadsheet-Kelsi at WLA will put a link on the WALE website.  
Delain and Luciane will need to write up a volunteer call-out email. They will then send it to Lisa and Kristina to look over. Then Beth will send it out to the list after approval.

Joe pointed out that anyone signing up to volunteer has to be registered for conference. So the call out will actually go to registrants of the conference, not the entire WALE listserv.  
Kristina said all interested volunteers will have access to the sign-up sheet, but we don't want to send it out to people not interested in volunteering.

### **Printing and supplies—Carol**

Carol has a list of items that are being designed and will need to be printed:  
Labels/signs for the raffle baskets  
Schedule at a glance  
Meal tickets  
Name tags for the badge holders  
Signs for the Poker Walk  
Sign for the wine raffle  
Wine raffle tickets

She and Warren are asking everyone to have the contents of the raffle baskets sent to him by October 22<sup>nd</sup> so that Carol will have time to make up accurate signs for the conference.

Carol will make a distinctive ticket for wine raffle. It will be about business-card sized so as to be visually different from the regular raffle tickets.

She will work with Di regarding the poker walk signs. She mistakenly thought she was supposed to be working with Warren on them.

Kristina is asking for a "Supporting Libraries" sign. She said she will send Carol the details, since this is a new addition to the printing list.

#### **Facilities—Gina**

Gina was not able to attend the meeting, but she updated Kristina and Lisa:

Campbell's donated a two night stay!

Wine raffle permit received.

How many tables for foyer? We have budgeted for 10. This will have to be figured out by the end of September or sooner.

Gina is working with Camile on presenter & keynote needs.

We will not be releasing any of our block of rooms at Campbell's.

#### **Prizes and packets – Warren**

Joe has the raffle tickets.

Carol will print wine tickets. Warren is working with Carol on the raffle signage.

Kristina has secured brown bags for the raffle tickets.

#### **Local arrangements – Di**

Di was not able to attend the meeting. He is creating an instruction sheet for businesses registrants about poker walk rules.

He will be working with Carol on the poker walk posters at the registration table and posters for the businesses.

Di has confirmed businesses for the poker walk. He will re-confirm in September.

Kristina & Lisa have secured 100 decks of cards from a casino.

Warren said Di tried to contact one of the businesses and he was hung up on midway. He thinks there was a misunderstanding; they said that they already donated. Kristina says we can deal with it if we know which business it was and maybe figure out if they still want to be a part of the poker walk or if they contributed to the conference maybe we can find a backup business. Also okay to only have 9 businesses. If support or more information is required Kristina and Lisa can be asked.

#### **Conference Historian—Jen**

Jen is creating a repeating slideshow for dessert reception/during meals and maybe before keynotes.

She's including a slide for sponsors with logos and a slide for supporting libraries with logos.

Jen will bring a projector for the slideshow.

Joe said WSL has started gathering video recordings. His library had some discussion about capturing some of the WALE conference on video. Possibly there could be a team there to do that. He said nothing has been decided yet, but if WSL sends a team they will be in contact with Jen.

Kristina reminded everyone that the speaker contracts state there will be no video recording of the sessions/presentations without compensation. Joe says it was brought up in their discussion at WSL, and that will definitely be considered.

### **Wale Communications – Beth**

All emails and all public relations (not including Facebook) will go through Beth from now on. Thanks, Beth!

Here are some emails she'll be working on:

Registration countdown

Early bird special,

Early bird ending soon

Registration ending soon

Registration extension? Might not be needed--we're carrying it out to the 2<sup>nd</sup> or 3<sup>rd</sup> week of October.

Call for volunteers

### **Kristina and Lisa**

Bought folders in assorted colors, started packing sponsor information.

Icebreaker instruction sheet

Keynote gifts—they are figuring out how to acquire the \$5 Starbucks gift cards

Printing conference brochures

Ordering name tag holders and tote bags—Kristina shared images with us of what they'll look like. Hint: awesome! Kristina says the name badge holder dimensions are the same as what she emailed Carol, so Carol can make correctly sized name tags.

### **Daurice**

Photo booth – Warren said he can bring some props

WALE conference scholarships

Writing her welcome address to WALE attendees to go in the brochure

**Joe** has been guiding and helping with pretty much everything. Thank you, Joe!

### **Responsibilities for each of us:**

Gather donations and put together a basket for raffling: baskets must be table ready before conference; any extra donations can be put into a mystery basket we can assemble there.

Donation letter and thank you templates and let Warren know when they have been sent so he can update spreadsheet. Keep a record of donor and items. *Send completed list to Warren by October 22<sup>nd</sup>.*

One bottle of wine

One battle of wrapped candy for presenter gifts

Don't forget to register for WALE!

### **Advertising/Promotion**

WALE newsletter published – Thanks Beth, Joe, Warren, and Luciane

Connect newsletter published

ALKI published

Website Kelsi at WLA updated

Facebook posts

Kristina thanked everyone for all their work.

We have two meetings next month:

**September 4 at 8:30 am** A brief follow up meeting, tasks, etc.

**September 25 at 8:30am** -- general meeting where we discuss everything like we did today

Meeting adjourned by Kristina at 9:10am.