

## **WALE Meeting – July 17, 2014**

Present: Beth Bermani, Camile Wilson, Carol Ellison, Di Zhang, Joe Olayvar, Kristina Payne, Lisa Vos, Warren Chin

*Kristina's slides are available on Google Drive. Session was also recorded.*

Meeting called to order at 8:34am by Kristina Payne.

June minutes were reviewed by Kristina Payne.

Motion to approve minutes made by Joe Olayvar, seconded by Beth Bermani.

June minutes were unanimously approved.

### **Speakers and Programs – Camile**

The Unshelved keynote has been changed to the Too Much Information program.

Both Gene and Bill will be at the conference.

Camile asked if there is a deadline to get the presenter biographical information back because someone is looking for a co-presenter. Kristina said there is a presenter deadline and the sooner the better, because that information will affect the total number of presenter gifts the committee will assemble, as well as what is printed (see below). Hopefully this will be set before registration begins. There is no set date yet for registration opening.

Presenter contracts were emailed to those who were selected. 3 have come back so far. Deadline is July 25<sup>th</sup>. After the presenter contracts are back Camile and Gina will get together regarding facilities needs of the presenters.

### **Printing and Supplies – Carol**

As she began working with the brochure template provided by the Conference Co-Chairs she was concerned that the program is too long, the costs for printing too much. She is working with a printer to get cost estimates and working with the Co-Chairs to ensure a conference brochure that is readable but maybe not so many pages. Kristina said this is important but doesn't have to be decided right now. It will be a committee decision.

Carol found out the printer will accept credit card payments by phone, one of Dana at WLA's concerns. She is relieved she will not have to pay for printing out of her own pocket and await a reimbursement.

Carol is working with Warren to compile a list of supplies that will be needed. They are starting by trying to figure out what was purchased last year and what may be provided by corporate sponsors, pens for example. Joe will look into this and get back to Carol and Warren.

### **Facilities – Gina**

Gina is currently working on getting a donated gift from Campbell's. If not the traditional two-night stay, then something. The ball is in Campbell's court now.

There is another conference taking place directly after WALE. They are coming in after us, so Tuesday night is going to get pretty crowded.

Gina got the raffle permit sent to WLA. Gina was not able to be at the meeting, so we will have to ask her when she gets back how many tables will be in the foyer. We have budgeted for ten.

### **Volunteers – Delain & Luciane**

If coworkers express interest in volunteering please send their information on to Delain & Luciane. Kristina is working on getting the Google form updated and sent to Delain & Luciane for input. The volunteer list, room monitor instructions, and volunteer invitation are all stored in Google Drive.

### **Prizes and Packets – Warren**

Recorded Books has donated 200 pens and pencils and other swag. ProQuest has donated pamphlets or bookmarks.

Spreadsheets have been updated to note whether or not donation letters and thank you letters have been sent. Please keep Warren updated with your progress so he can keep his spreadsheet updated. Warren is getting ready to send most of them out soon. He's been unable to connect with the Chelan Starbucks but will be following up again soon.

Warren asked who and when the registration packets will be assembled. Carol volunteered to meet up with Warren before the conference to put the bulk of them together. Last year they put them all together on the Sunday before the conference, with finishing touches added right before registration opened. Kristina said we can always bring everything to the conference and assemble them there like last year. She says she is not inclined to mail the pens and bookmarks to Seattle.

### **Local Arrangements – Di**

Di has been communicating with local businesses to see what other events may be happening in the area during the conference. Gloria at the Chelan library is doing further research. She has a contact at the Chelan Chamber of Commerce and will get back to Di soon.

Di has also confirmed most of the businesses for the Poker Walk. Lisa and Kristina are working on getting playing cards. In September we will want to reconfirm/remind via phone or email that we'll be there the following month.

### **Responsibilities for each committee member**

We each need to bring a raffle basket to the conference and they must be table-ready.

Any odds and ends that are donated can be thrown into one mystery raffle basket.

Use the donation letter templates.

Keep a record of donors so we can publish them in the registration packet.

Keep Warren informed of donors.

Bring at least one bottle of wine for the wine raffle.

Bring a bag of wrapped candy for the presenter gifts.

### **Advertising/Promotion**

WALE newsletter recently published looks great.

Beth writing a blurb for the WLA Connect newsletter.

Website has been updated with this year's conference information.

Alki article will be published at the end of the month.

Don't forget to [“like” the WALE Conference on Facebook.](#)

### **Google Drive – WALE Stuff 2014 Directory**

Kristina encouraged everyone to keep accessing the directory. There is new stuff being added every day. Browse around. Kristina still has the originals. Continue to update your spreadsheet with your progress. If you have any questions or need instruction please email Kristina.

#### **Update on Co-Chairs' Tasks – Kristina & Lisa**

Co-Chairs have everything set up for the icebreaker.

They've been sending out the presenter contracts.

They've drafted a presenter time slot schedule that is in limbo until all the contracts come back and is subject to change.

They are working on getting dates set up for conference registration.

#### **Other Work**

Daurice is doing everything for the photo booth. She's also in charge of the WALE conference scholarships.

Joe is doing pretty much everything else and providing guidance.

#### **Thanks from the Co-Chairs**

Kristina thanked everyone for all their hard work. She will be emailing everyone their tasks for August. If you think there's something missing from your task list please let her know and she will see where it fits in. Things are going to start increasing in pace very soon. Please email Kristina or Lisa; they will help and inspire you.

#### **Next Meeting**

**August 21, 2014 at 8:30am**

With no other discussion, Kristina adjourned the meeting at 9:04am.