

WALE Meeting – May 22, 2014

Attending: Beth Bermani, Camile Wilson, Carol Ellison, Daurice Siller, Delain Miller, Di Zhang, Gina Rice, Kristina Payne, Lisa Vos, Warren Chin

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

Meeting called to order at 8:34 by WALE Conference Co-Chair Kristina Payne.

April minutes were reviewed by WALE Secretary Carol Ellison.

Motion to approve minutes made by Lisa Vos, seconded by Di Zhang.

April minutes were unanimously approved.

Speakers and Programs report: Camile

We have received contracts back from Rebecca Miller and the Unshelved guys, Gene and Bill.

Kim Wyman gave Camile a verbal yes, but we are still waiting for the contract to come back. Camile is going to follow up with Kim's office.

Gene of Unshelved will be submitting a conference session proposal. The session is geared towards graphic novels and is not to be confused with the more entertaining keynote addresses he's known for. *If* the committee accepts his proposal, we could advertise the session will be limited to first come, first served, and close the doors after the target number has been reached. This will help with keeping the crowd contained and give competing sessions in that time slot a fair shake at drawing their own crowds.

This will all be decided with the other session proposal decisions.

Daurice stressed the importance of committee participation during the upcoming session selection process. We will need to work together as a team so that the decisions do not rest on just a few people. Joe has a method he developed last year that enables those not able to attend the meeting to give input. We'll discuss this more when the time comes.

Volunteer Coordinators report: Delain

No major updates.

Lisa mentioned the possibility of having an online volunteer form available. Delain thought that would be a good idea. Lisa will find out how this was handled previously and get the information to Delain.

Just a general reminder to all committee members: please talk up the conference and volunteering among your coworkers. Tell them how fun it is!

Printing and Supplies report: Carol

Not much to report. According to the conference timeline, Carol's duties don't really kick up again until September. So if anyone needs help with their tasks please contact Carol.

WALE packet information, donors, and keynote information are all available on Google Drive. Please keep these updated so that when the time comes to go to the printer everything is already there. Contact Kristina if you are not able to access these documents on Google Drive.

Facilities report: Gina

Gina connected with Barb Smith and has a preliminary banquet order in. So everything is pretty much set for now until we get the session details established.

There was discussion about whether or not to have the open bar at the Monday night reception. If we don't sell enough we're charged for the whole thing. However, some thought having the bar would be a good draw for people to attend the dessert reception. We concluded that as long as we factor the cost into the budget we should go ahead and offer an open bar this year.

Gina is going to check with Barb regarding the location of the Wednesday breakfast, whether it will be upstairs in the ballroom or downstairs. Gina was able to get them to substitute half the bagels for the breakfast buffet with cinnamon rolls instead, since people asked for something sweet this year.

Gina will also check with Campbell's regarding the 2 night raffle donation they have traditionally provided.

Gina suggested after we get everything back from the speakers she will want to conference call and go through line by line to ensure we have all meeting room requirements met.

Camile mentioned Unshelved has some specific facilities requirements. She will send those to Gina.

Prizes and Packets report: Warren

Warren is waiting to hear back from Secret Garden. He's working to secure their books.

Every committee member should bring to the conference:

- A raffle basket
- A bottle of wine for the wine raffle
- A bag of individually wrapped candy to go in the presenter gifts

Kristina added that the basket should be "table ready" before the conference—we don't want to have to stay up all night putting these together. Any extra donations, however, we can throw together in a miscellaneous raffle basket.

Di says Gloria at Chelan PL got her Friends of the Library to donate a prize.

Be sure to keep a record of donors so we can publish in the WALE registration packet.

Local Arrangements report: Di

Di says she's fallen a bit behind and will be looking into the wine raffle permit.

Gina offered to take care of this, since she did this last year.

Advertising/Promotions

Flyers were passed out at the WLA conference; extras were handed out at President's reception.

Unfortunately, there was a WALE slideshow at the IG meeting that was not well received.

Reminder to please present communications in as clear and professional manner as possible.

We have submitted an article about the WALE conference to be published in the next Alki.

Beth will be including keynote bios in the summer WALE newsletter.

We've sent a call for session proposals to the listserv.

Joe has been promoting the conference on our Facebook page. Kristina and Lisa have been made Facebook moderators so they can push out updates as needed.

Please “like” the page and like, comment, and share our content to help spread the word!

Miscellaneous Discussions

If you’re having difficulty getting into the Google Drive documents, please contact Kristina or Lisa and they will make sure you’re set up for access and editing.

Kudos to everyone for all your hard work!
Keep updating the spreadsheet on Google Drive.

There will be a photobooth with goofy props at the conference. Daurice is bringing props and encourages everyone to bring some, too, if they can. Daurice is also going to ensure the photobooth is staffed and she will fill in as needed. After the conference Daurice will have the photos posted to Flickr and bound into a book to take to future conferences.

Start thinking about the Monday night icebreaker. We would like to start it a little later than last year so that more people can participate.

Delain would like to incorporate attendees’ job types somehow to facilitate networking. Stickers on badges?

The committee discussed the details involved in creating a position for a WALE Conference Historian. Motion to create the position WALE Conference Historian made by Lisa Vos, seconded by Daurice Siller. Motion was unanimously approved.

Jennifer O’Brien has been nominated to fill this position on the conference committee. We are awaiting her acceptance.

Lisa has secured several big sponsors for the conference, including Innovative (\$500), Recorded Books (\$1,000 worth of audiobooks for the raffle and registration swag), and ProQuest (probably an Amazon gift card). Well done, Lisa!

If you feel overwhelmed, please reach out to the Co-Chairs Kristina and Lisa, or anyone else on the conference committee. We will all help each other through this process.

Kristina will be bringing cake for the committee to the conference! Thank you, Kristina! If you have any food allergies please let Kristina know.

Tasks will be sent out soon.
Next meeting will be June 19th at 8:30 am.

Meeting adjourned at 9:32 am.

Respectfully submitted,
Carol Ellison, WALE Secretary