

## **WALE Meeting Minutes – October 9, 2014**

Present: Beth Bermani, Carol Ellison, Di Zhang, Gina Rice, Jen O'Brien, Joe Olayvar, Lisa Vos  
*Session was recorded and the slides are available on Google Drive.*

Meeting was called to order at 8:37am by WALE Conference Co-Chair Lisa Vos.  
Minutes from the September 25 meeting were reviewed by WALE Secretary Carol Ellison.  
No discussions or amendments.  
Motion to approve the minutes was made by Joe Olayvar, seconded by Beth Bermani.  
The September 25 meeting minutes were unanimously approved.

### **Speakers and programs—Camile**

Camile was not able to attend the meeting.  
We have confirmed that Bill from Unshelved will not be attending the conference. It will just be Gene.  
Camile will get in touch with the keynotes, let them know how excited we are to have them. If there are any last-minute details, Camile will ensure their needs are taken care of. She will work with Gina on this.  
Session handouts from presenters have been uploaded to Google Drive. Kelsi has uploaded them to the website as well.

### **Volunteer coordinators—Delain & Luciane**

Delain was not able to attend the meeting.  
They will be writing up the volunteer call-out email. The Excel spreadsheet has not yet gone out.  
Lisa suggested that whoever volunteers for the registration desk solicit volunteers on-site.  
Lisa also asked committee members to sign up to volunteer.

### **Printing and supplies—Carol**

Carol has created designs for various posters, name tags, and meal tickets.  
She asked how much the wine raffle would be for sure, \$5 or \$1. There seemed to be a consensus that it would cost \$5 per ticket, but the jury is still out on whether or not we can offer deals, like buy 5 tickets and get one free. Carol will wait to print out her posters and the wine tickets until this information has been confirmed.  
She asked when she will receive conference registrant information, and whether she should start printing name tags and meal tickets now or wait until after registration closes. Gina will send Carol what she has received from Kelsi regarding the meal preferences, but Gina will need to figure out what some registrants meant when they designated something like "other special diet" so that we can accommodate that and Carol can ensure their meal tickets reflect this.  
As for the name tags, Carol can either contact Kelsi at WLA now for names and libraries of registrants and get started printing, or she can wait until after registration closes. Carol will follow up with Kelsi.  
Carol said the minutes from the previous meeting stated she had created a supporting libraries sign, and in fact she has not. She asked if someone else had done this. Lisa said no, no one else had created it.  
Carol will get logo information from Lisa and design one. Jen will create a supporting libraries slide for her repeating slideshow.  
Gina asked if Carol could create signs for each of the rooms so that anyone in the hall can tell which session is in which room at any given time. Carol will make these. Lisa volunteered to be a roaming presence and double check that room volunteers have put up the correct sign.  
Carol asked if the room assignments had been confirmed as she doesn't want to print out the schedule at a glance cards if they may still change based on what people are indicating on their registration forms.  
Lisa said she thought Kristina had it all planned out but it's on Kristina's computer. Kristina will be back from maternity leave soon and will confirm room assignments with Carol.

Carol was asked to add a stapler, staples, and paperclips to the supply list.  
Lisa has a cash box.

### **Facilities—Gina**

Gina will work with Camile on the presenter and keynote needs and confirm that they will be met. Gina will share Campbell's correspondence with co-chairs, president, and vice president. She will share the final numbers on meals and special diets, which will be available after registration closes.

Gina asked about whether or not we will need tables for the photo booth. She will plan for two tables unless she hears otherwise.

Other table decisions: One table for WSL with no power. One skinny table and one regular table in an L shape near the end of the hall (like last year) for the raffle prizes. No power. Registration table, no power.

Susan Madden is sending some stuff with Lynne King. Lisa will check with Lynne about how much space she will need.

Lisa asked Di if the bookstore will be there again this year. He said he didn't believe they were but he will ask them again.

Gina said the banquet orders need to be signed and returned to Campbell's by early next week. She asked who would be signing them. Once that is decided she can fax and/or scan and email the order to the appropriate email and ensure it gets sent back to Campbell's by the deadline.

### **Local arrangements—Di**

Di has created instruction sheets for the poker walk with the rules and a map. He will include that players may only receive one card per business, and trading is not allowed.

Di is writing thank you letters to participating businesses. He will print them out, bring them to the conference, and they will be distributed when we give the businesses their poker cards.

Lisa asked if the businesses would be willing to allow for poker card distribution on both Monday and Tuesday, instead of just Tuesday. He said he still has a couple of businesses to contact, but those he has contacted are okay with this plan.

### **Prizes and packets—Warren**

Warren was not able to attend the meeting.

The basket labels will be numbered, include what's in each, and who it's from. Logos will be added when needed.

Individual raffle items (like the Kindle Fire from WT Cox!) will also have labels.

Warren will continue to work with Carol on what supplies are needed.

Warren asks that we each either update the spreadsheet with what we're bringing, both raffle basket contents and types of wine, or email him and he will update it for you. This all needs to happen before October 22.

Lisa mentioned that Recorded Books has donated a complete set of audiodiscs for the Outlander series by Diana Gabaldon. She wondered if they should be in a completely separate raffle, together, or broken up, or what did we want to do with them? Carol asked how much raffle tickets would cost. Joe asked if we could consider tickets for this special and given out free as incentives. Gina said this might not be legal, and that someone should check the one page raffle rules sheet. Lisa said we should let this marinate and we can talk about it more this coming week.

### **Conference historian—Jen**

The slideshow is coming along. She doesn't need more photos, but if there's something you'd like her to include please send it to her. She will put dates below each photo rather than a caption for each. The

slideshow is running about 17 minutes before adding in supporting libraries, sponsor logos, and the “keep clam” artwork.

There was some discussion about whether we would want to have a slideshow running in the lobby, and where. Carol said registration desk is already packed and having it there might jam traffic. Lisa said maybe having it by the raffle baskets would draw attention and increase ticket sales. Jen suggested having a table by itself away from general traffic where people could congregate and not block traffic. Carol thought that was an excellent idea. Joe said power costs extra from Campbell’s. Gina will check into the costs of power and get back to everyone. If the lobby slideshow is a go, Jen will bring a laptop and larger monitor for the lobby.

### **WALE communications—Beth**

Registration countdown emails have been going out. The fall WALE newsletter was published after the last meeting. Beth asked about the timing for the remaining emails she needs to send. That led into a discussion about whether or not we should extend the registration deadline, and if so, to which date. Currently the deadline is the 17<sup>th</sup>. Gina suggested we extend it past the weekend to Monday, October 20<sup>th</sup>. Carol said anything past the 20<sup>th</sup> would make it difficult to get everything printed in time. Joe agreed that leaving a week for organization would be key. The committee voted unanimously to extend the registration deadline to October 20<sup>th</sup>.

Therefore Beth will send an email out tomorrow and another on the 15<sup>th</sup> that lets people know that registration is extended until the 20<sup>th</sup>.

### **Photo booth**

The volunteers for this have backed out. So now we need people to bring props and volunteers to run it. There’s no real theme, just think funky! Hats, wigs, etc. Everyone will try to bring props—just be sure to get your name on them to ensure they are returned to you at the end of the conference.

Joe will make the backdrop and provide his camera. He will have the settings adjusted ahead of time so volunteers will just need to point and click. There will need to be a spot on a form for the volunteers to write down the photo number as they take it. They will need to be diligent; it is easy to get distracted or forget to do this.

Beth will create the form, send it to Lisa and Joe and adjust it based on feedback.

Joe asked who will take the backdrop home. Gina said if it fits in her car she will put it in her basement.

Lisa said if it won’t fit in Gina’s car she will take it back to her library.

### **Conference co-chairs—Kristina & Lisa**

Kristina was not able to attend the meeting.

The ice breaker instruction sheet is done. They got Amazon gift cards for the presenter gifts.

They will send out the brochure to us for proofreading after they get Daurice’s piece.

Carol asked if they don’t receive Daurice’s piece if the committee could write the welcome together. Lisa suggested maybe Joe could do it. Joe would prefer Daurice write it and will continue his efforts.

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

A raffle basket – and be sure to give the information to Warren by October 22<sup>nd</sup>

A bottle of wine – and be sure to give the information to Warren by October 22<sup>nd</sup>

A bag of wrapped candy

Bring props for the photo booth

Sign up to volunteer if you can

If you haven’t yet—register for the conference!

**Some fantastic news:**

109 people registered during the early bird period!

2 weeks left to go.

If you have any ideas how to advertise or promote the conference more please let Kristina and Lisa know!

**Next meeting: October 23, 2014 8:30am**

Kristina will be sending out new tasks. Please read them and continue to communicate.

With no further discussion, Lisa adjourned the meeting at 9:34am.

Respectfully submitted,

Carol Ellison

WALE Secretary