

### **WALE meeting minutes September 25, 2014**

Present: Beth Bermani, Delain Miller, Joe Olayvar, Kristina Payne, Gina Rice, Lisa Vos, Camile Wilson, and Di Zhang

*Session was recorded and the slides are available on Google Drive.*

Meeting was called to order at 8:38am by WALE Conference Co-Chair Kristina Payne.

Minutes from the September 4 meeting were reviewed by Beth.

No discussion or amendments.

Motion to approve the September 4 minutes was made by Joe Olayvar, seconded by Delain Miller.

The September 4 minutes were unanimously approved.

### **Speakers and programs—Camile**

Camile contacted Gene and Bill, and they will take care of their own bios. There is some confusion as to whether both Gene and Bill are presenting or if it's just Gene, so that needs to be confirmed.

The keynote and presenter needs have been uploaded to the Google drive.

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

The call out for volunteers will be sent out via email soon.

### **Printing and supplies—Carol**

Carol has created several documents, including the schedule at a glance. She will also take care of name tags and badges. The Poker Walk, raffle, sponsor, and supporting library signs have all been made.

### **Facilities—Gina**

Gina reported that she spoke with Barb Smith at Campbell's about the banquet orders. It's pretty much all set. They just need preliminary numbers on October 5. It's okay if numbers change; Campbell's just needs an estimate to start with.

Gina asked if we needed tables for the foyer upstairs like last year. There didn't seem to be a need for them and they cost extra. At this point Gina won't plan on having any tables in the upstairs foyer, then.

We need to determine if we need any tables for the photo booth by confirming with Daurice. There was also some discussion as to where the photo booth would go. A few people noted that having it in the meal room would drive more traffic to it.

Also, Gina needs to know how many tables we need for the foyer and if any need electricity (which costs extra).

### **Local arrangements—Di**

Di reported that he is finalizing the instruction sheet for businesses and registrants about the poker walk rules.

Di still needs to check on the Culinary Apple gift cards.

Kristina asked what people thought of having the Poker Walk cards available Monday and Tuesday. Di also liked the idea of having it available two days to give people more time to get around to the businesses.

**Prizes and packets—Warren**

There was not much new to report. Raffle tickets and the poster have been taken care of. Be sure to get basket content information to Warren by October 22.

**Conference historian—Jen**

Jen is creating a repeating slideshow for the dessert reception and during meals.

Send Kristina and Lisa your “Stay Clam and WALE On” artwork.

**WALE communications—Beth**

Beth has been sending reminder registration emails and will continue to do so. The Fall WALE newsletter will go out today. Once the volunteer call out email is ready, Beth will send that out, too.

**Conference Co-Chairs—Kristina and Lisa**

Kristina and Lisa have taken care of quite a few things including the icebreaker and keynote gifts. They will send the conference brochure out for proofreading as soon as it’s ready.

They haven’t heard back from Susan Madden yet about her foyer table.

**WALE President—Daurice**

Kristina and Lisa need to check in with Daurice about the brochure article and photo booth.

**Vice President—Joe**

Joe will check on getting the cash box from WLA.

**Responsibilities for each of us!**

Gather donations and put together a raffle basket

Use the donation letter/thank you templates as needed

Send complete information regarding your raffle basket contents to Warren no later than October 22<sup>nd</sup>.

If you have items that don’t fit your basket, send the info to Warren, too, to be included in a mystery gift basket.

Bring one bottle of wine

Bring one bottle of wrapped candy

**Don’t forget to register for WALE 2014!**

**Advertising and promotion**

As of September 19, fifty people have registered. Kristina asked if anyone had ideas on how to promote or advertise more. Joe mentioned the early bird reminder went out in the WSL updates email today.

Joe suggested weekly registration reminders via the email; Beth will take care of those and add teasers of activities.

**Next meeting: October 9, 2014 8:30am**

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

With no further discussion or questions, Kristina adjourned the meeting at 9:25am.