

WALE meeting minutes September 4, 2014

Present: Camile Wilson, Carol Ellison, Daurice Siller, Di Zhang, Jen O'Brien, Kristina Payne, Lisa Vos, Warren Chin

Session was recorded and the slides are available on Google Drive. Our calendar appointment had a link that wasn't working; so many members were either late to the meeting or unable to join.

Meeting was called to order at 8:37am by WALE Conference Co-Chair Kristina Payne.

Minutes from the August meeting were reviewed by Kristina.

No discussion or amendments.

Motion to approve the August minutes was made by Lisa Vos, seconded by Warren Chin.

The August minutes were unanimously approved.

Speakers and programs—Camile

Camile will contact the keynotes to see if they have specific intros/bios and/or if they would prefer we use at the conference. Kim Wyman is fine with her bio online. Camile will still contact Rebecca and Gene & Bill before next meeting. Kristina says Lisa has Rebecca covered. So Camile will contact Gene & Bill.

Gene wanted to know when he could get an AV check before the breakfast. Kristina will be doing the intro. Gene wanted emergency contact on the committee and Camile stated she thought it would be a good idea to provide that to all speakers just in case. After some discussion, it was decided to provide both Kristina's and Camile's cell phone numbers to all speakers.

Camile is still working with Gina on the presenter needs. They have booked hotel rooms for those who had needed it. Kristina says she has a complete list that presenters want that she will be uploading today to Google Drive.

Volunteer coordinators—Delain & Luciane

The WALE volunteer signup sheet is live online. After people have signed up to volunteer, we will send out the link for the form for them to sign up for specific time slots. Delain and Luciane will write up a volunteer call-out email, send to Kristina and Lisa for approval, and then send that to volunteers' email addresses from Kelsi at WLA.

Printing and supplies—Carol

Carol has created designs for several documents. She is working with Kristina, Lisa, Joe, and Daurice on tweaking those designs. She has been working with Di on the poker walk documents and Warren on the raffle documents.

Carol and Warren are compiling a list of supplies needed.

Facilities—Gina

Gina has been working with Camile. Nothing new has come out except more people have been registering.

Still need to get a map from Campbell's. Will they provide these? We will need Sunday before conference so we can put a map into the registration packets.

Local arrangements—Di

Di has created an instruction sheet for businesses and registrants about the poker walk rules.

Di will ensure we have the Culinary Apple gift cards by the Sunday before the conference so they can be included in the registration packets. Di can ask them to drop them off at Campbell's or mail them.

Di is also sending thank you letters to each business involved in the poker walk.

Prizes and packets—Warren

Joe and Luciane are both bringing rolls of raffle tickets. Kristina has the raffle bags. Carol has designed the raffle basket labels.

It's very important that everyone send the complete contents of each raffle basket you are bringing to Warren so that the basket contents labels can be printed before the conference. *Deadline is October 22.* Also, send him any miscellaneous donations that will go into a mystery raffle basket so that label can look just as good as all the others.

Conference historian—Jen

Jen is creating a repeating slideshow for the dessert reception and during meals. She's including a slide for sponsors with logos and a slide for supporting libraries with logos. She has been asked to include a "keep clam and WALE on" artwork slide that represents this committee. There was discussion regarding whether or not to include music in the slideshow. Consensus was no, do not include music.

WALE communications—Beth

Beth has already sent out the early bird special email. She has a list of several other emails she will be sending out to remind people to register for the conference.

The volunteer call outs might need to go through and/or work with Kelsi at WLA.

Beth is now doing all of our PR communications except for Facebook. Joe is running the Facebook page.

Conference Co-Chairs—Kristina and Lisa

Kristina and Lisa have purchased assorted colors of folders. They have started packing the sponsor information. They are also working on the instruction sheet for the dessert reception icebreaker.

They are also working on securing \$5 gift cards to be included in each presenter's gift. After some discussion it was decided that no matter how many times someone presents at the conference, they will only receive one thank-you gift total.

Kristina and Lisa are working on the conference brochure. They will send it to the committee for proofreading before sending it to the printer.

They have also secured a map of WA to be displayed at the registration table. This will show where all attendees and presenters and sponsoring libraries come from.

They have formally invited Susan Madden to have a table in the foyer again this year.

Kristina and Lisa get registration reports every week from Kelsi—we have 28 registrants so far!

WALE President—Daurice

Daurice is writing a two paragraph welcome article for the conference brochure. Kristina and Lisa will need it ASAP for printing.

Daurice is also in charge of bringing a photo booth, props, and volunteers for the booth. Daurice let us know that there is still some debate at her library as to who exactly will be attending the conference. She says worst case she can bring the photo booth but we will need to find volunteers to staff it. She will keep us posted.

Daurice also provided an update on the WALE conference scholarships. She only received two applications. She will send out emails soon to the recipients.

She says we have not received any nominations for Vice President yet. The deadline is fast approaching...

Vice President—Joe

Everything

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 22nd.

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 bag of wrapped candy

Don't forget to register for WALE 2014!

Advertising and promotion

Washington State Library updates 10 and 11 refer to the WALE conference.

Emails have been going out to the listserv.

Website has been updated continuously.

Facebook posts go out regularly.

Next meeting: September 25, 2014 8:30am

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

With no further discussion or questions, motion was made by Lisa, seconded by Warren, to adjourn.

Kristina adjourned the meeting at 9:12am.