

WALE Meeting Minutes

August 13, 2015

Present: Carol Ellison, Chi Saeteurn, Danielle Marcy, Di Zhang, Joe Olayvar, Lisa Vos, Mary Wise, Warren Chin

This session was recorded. Slides from the presentation are on Google Drive.

The meeting was called to order at by WALE Conference Co-Chair Warren Chin.
The minutes from the June meeting were reviewed by WALE Secretary Carol Ellison.
There were no amendments or discussion.
A motion to approve the minutes was made by Lisa Vos, seconded by Di Zhang.
The July minutes were approved.

Speakers & Programs: Brian

Brian was unable to attend the meeting. The sessions are finalized, all the contracts have been sent out, and with the exception of 1 or 2 they have all been signed. Registration info has been sent to Kelsi. Di sent an email for registration edits to some of the committee. Joe and Carol sent suggestions, which Di sent to Kelsi. Di hopes Kelsi will edit the form today, and hopes registration will go live today.

Facilities: Jeff

Jeff was unable to attend the meeting. Jeff and Warren went to Chelan last month and met with Campbell's staff. They went through logistics, room arrangements, hall arrangements, and finalized the menu. There were some price adjustments but we should be able to work it out with our existing budget. Warren will send the finalized session schedule to Jeff, and he will communicate that with Campbell's staff.

Local Arrangements: Chi & Christy

Christy was unable to attend the meeting. All 10 businesses have confirmed their participation in the Scrabble Walk.

Chi clarified the slides Warren was presenting. Culinary Apple will donate \$5 coupons for the conference attendee packets (like last year), but they are not donating presenter gifts. We are not getting the fudge donation, but we get the \$5 coupons.

Liberty Orchards will donate some applets & cotlets. Christy had asked them for 20, but Chi didn't have a confirmed number of items. To ensure we have adequate gifts, each conference committee member will bring a bag of candy and Mary will bring thank you notes and gift bags to pack them in. We will assemble them Sunday evening when we assemble the registration packets.

Lady of the Lake cruise: not feasible this year, but there's hope for next year!

Warren said that in September and October Local Arrangements, Prizes and Packets, and Printing and Supplies will be working together a lot to get everything accomplished.

Printing & Supplies: Darren

Darren was unable to attend the meeting. There was a slide featuring the grey WALE 15 t-shirt and the primer map. Darren and Sophia are working on finalizing the primer based on committee feedback. The primer will include activities and will be turned into a pdf. It will go on the website and people can download it and print it on their own if they need to. Warren asked them to have these completed as soon as possible so they can focus on other conference printing projects (hopefully done two weeks from now).

Danielle asked about a bookmark size cheat sheet for the sessions that you can fold it up and tuck it into your nametag. Carol has last year's copy and will send to Darren. There's also a different brochure that he will print out and have in the registration packets that will include full session descriptions and details about all the conference activities.

Prizes & Packets: Mary & Mai-Khanh

Mai-Khanh was not able to attend the meeting. Mary reminded everyone to keep asking for donations and put them on the spreadsheet. WT Cox will be donating another Kindle Fire this year! She hasn't heard back yet from ProQuest or Recorded Books. She has sent them emails. Her understanding was Darren was going to talk to Innovative. She hesitates to contact Innovative because her library chose a different ILS last year over Innovative.

Mary also purchased a replica Delorean: about 14 inches long, super cool, has all the gizmos and makes sounds. She had to spend a little more than she had planned so if people wish to donate a dollar or two that would be appreciated.

Mary is going to be leaving next Thursday and will be back to work on September 21st. She wanted everyone to be aware that she will be gone for 4 weeks. We can contact Kelsi about website concerns while she's gone. She'll send an email reminder to the committee next week and also let Kelsi know.

Di asked about the website: pages for conference sessions, schedule of events, etc. Should he try to remind Kelsi to fill those pages out or will Mary get to them? Mary said if the stuff is ready to drop in before next Wednesday (her last day) she can work with Kelsi to get it all set up. If it happens after that Kelsi will have to do it. They also just upgraded to a newer version of MemberClicks so there's a learning curve right now. Mary says Kelsi is good about doing the website.

Di just got an email from Kelsi. He said she has fixed many if not all the issues we wanted her to edit in the registration form. He thinks it should be time to open registration. We have all the necessary info to fill in all the website pages.

Volunteer Coordinators: Beth, Danielle, Grace

Beth and Grace were not able to attend the meeting. Danielle asked on behalf of Beth: will she need to include spots in the volunteer spreadsheet for volunteers to introduce the keynote speakers? They thought we usually had committee members do that. Joe said it's Warren and Di's responsibility to introduce the keynotes, or the programs person will find someone to introduce the keynotes. Or if someone is really familiar with the person speaking they can speak firsthand about the person to introduce them. Danielle could introduce Sharma since she knows her. Brian could introduce Bobbi since they're friends. Warren, Di, and Brian will review the logistics.

Lisa asked if we could add a link to the volunteer signup sheet on the registration page. Danielle will ask Beth and discuss with Grace and then get back to the committee at large.

Mary said at WLA they do that and send it out after registration, so that everyone has an opportunity at the same time. Otherwise those who register first get the first dibs and all the good stuff goes quickly. Mary said it's easier sending it out later. Joe concurred with Mary. Towards the end of September or early October they get a list of who is registered and will send the volunteer spreadsheet directly to them if they want to volunteer. Then they get a direct link to the spreadsheet. After that the committee members can select our slots and fill it up. That way we ensure we have good coverage.

Mary suggests we should wait to see what other people sign up for and we can take up the slack, to be the backup instead of the forefront of the volunteers. Joe and Warren agreed.

Danielle said since she's a volunteer coordinator she will check in with her volunteers she's overseeing and make sure people will be there or that there is coverage (example, meal tickets).

Conference Historians: Sophia & Joe

Sophia was not able to attend the meeting. Joe said the video is up and was on Facebook. We have over 100 views so far!

Photo contest: not coming along so good. Joe talked to Sophia the other day. No entries yet. They haven't had any questions or feedback. It doesn't feel like anyone's participating. They're thinking about something else, for the background slideshow during the dessert reception. They want to try to solicit pictures from libraries that have had famous people in their buildings, or anything odd/peculiar/strange. They'd like to make the background slideshow different from the last couple of years that have been just conference photos.

Warren says it's a learning process. We should try to promote it as much as we can.

Joe said he needs someone to man the photo booth this year, that way Sophia and Joe can roam about and capture candid photos. They will also need props for the photo booth. Joe wants the props and background to be based on our theme.

Mary asked about a black background with stars and planets on it. Lisa and Danielle liked the idea of a lightning background. Chi said the lightning background might be pretty easy to make. Mary said she'll check out the dollar store.

Carol suggested taking shifts. Joe said it needs to be a committee member. They will need a clipboard.

Danielle asked if we could extend the deadline for the photo contest until closer to the close of registration because people need to know that they're going to attend before they go to the trouble of creating/taking photos and submitting them to a contest. Joe said the deadline can be extended. The real intention for it was to create excitement about the conference theme. As far as prizes go, it was to give away raffle tickets and whether they attended or not it would be 1 raffle ticket for participants in the contest. Someone has to be there to win.

Open discussion

Great job so far! Stay focused!! Questions? Ask!

Di had a question from Kelsi. The \$35 extra for registration after the early bird, is that just for the full conference registration? It doesn't apply to the preconferences right? She wants to clarify. Joe went back through his notes to see/check. In 2013 the preconference cost was not raised. The raise in conference price only applied to regular sessions, which makes sense. We'll do the same this year.

Mary asked if people can register just for the preconferences? Joe said yes.

Our next meeting will be Thursday, September 10 at 8:30am.

With no further business a motion to adjourn made by Warren, and seconded by Danielle.
Meeting adjourned at 11:52am

Respectfully submitted,
Carol Ellison, WALE Secretary