

# WALE Meeting Minutes

## September 10, 2015

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Present: Beth Bermani, Carol Ellison, Chi Saeteurn, Christy Karwoski, Danielle Marcy, Darren Ng, Di Zhang, Joe Olayvar, Lisa Vos, Warren Chin

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

The meeting was called to order at 8:32am by WALE Conference Co-Chair Warren Chin.

The minutes from the August meeting were reviewed by WALE Secretary Carol Ellison.

There were no amendments or discussion.

A motion to approve the minutes was made by Danielle Marcy, seconded by Di Zhang.

The August minutes were approved.

### **Local Arrangements: Chi & Christy**

All 10 participants have been confirmed for the Scrabble Walk. Some businesses may still donate raffle items. Liberty Orchards will be donate aplets & cotlets for presenter gifts. Each committee member must bring a bag of wrapped candy to add to the presenter gifts. Mary offered to provide gift bags and thank you notes. Apple Cup is donating \$5 coupons like last year.

Scrabble tiles: they are working on finding a pdf of letter tiles to use. They need to know how many tiles per business, and how many participants there were last year. Carol will count up the poker hands from last year and let them know. Warren said if they didn't have the Scrabble tiles printed by the end of the month (using free KCLS card holder printing) to let Darren know and he will complete the print job.

Joe asked why there aren't any sponsors listed on the WALE website and if that will be changing any time soon. Chi said the sponsor information is listed in Local Arrangements on Google Drive. She didn't know if they should contact Mary or Kelsi regarding the website. Warren had already sent the file to Kelsi and will ask her again about it. Darren has created a collage of the business logos to use in the schedule of events.

They decided to have two locations hand out vowels. Apple Cup will not hand out vowels, since it is located so far from Campbell's. Darren suggested having more than two businesses hand out vowels; Carol suggested they increase the number of vowel tiles handed out (so maybe you get two vowel cards at one location instead of just one).

Warren suggested we include the library as a handout location for Scrabble tiles. We're not sure if they have the extra staff on hand to accommodate this.

Danielle asked about the timing of the game; do people have all of Monday and Tuesday to collect tiles? And when can they turn them in? Warren said we should have players turn in their words Tuesday night before dinner, between 5-6:30pm. Danielle and Beth will ensure there are spots for this on the volunteer sign up sheet. Warren asked Chi & Christy to write up the rules of the game and Darren will print it out on a half sheet of paper to be inserted separately into registration packets.

Joe asked how winners will be determined; best 4 letter word? Christy said it's the highest scoring word of any length. If there's a tie the lowest number of letters in the word wins. Lisa asked if players could trade tiles. Danielle asked if we'd have a dictionary on site. Carol offered to bring one.

### **Speakers & Programs: Brian**

Brian was unable to attend the meeting. All the speaker contracts should be completed and turned back in. Warren says we will wait for Brian's monthly report to be emailed.

### **Facilities: Jeff**

There was a question as to whether or not we need Campbell's to provide A/V equipment or not. Joe confirmed that we bring our own A/V equipment. Joe is bringing at least 4 projectors and wireless microphones. Jeff can let Campbell's know.

Campbell's will need our estimated headcount at least 2 weeks before the conference.

Di said last week mid-week we had 16 registrants. He knows big libraries like SPL and WSL haven't registered yet. He asked if they should check in with Kelsi each week for numbers. Joe said she should be giving them a weekly report.

### **Printing & Supplies: Darren**

Darren will be in charge of printing all the meal tickets. Carol will send last year's designs to Darren so he has something to work with in terms of designing items like the meal tickets. The design for the tickets should be completed by the end of September, with printing to happen closer to the conference and after we have registration meal totals for each category.

Jeff asked about if we have to print meal details on the tickets. Carol said no, just using the type name like Vegan is enough.

Darren asked for feedback on his draft schedule of events, both the layout and wording; feel free to email him later if something catches your attention. He will change the President's Reception details to say "network" instead of "socialize." Carol wants more wording for the WALE business breakfast. She will work with Darren on the wording.

Darren also asked everyone to tell him what their printing needs are, to contact him and they'll work out what needs to happen and when. He also asked about the supplies; Carol said last year she went through her library's supply closet and borrowed items she thought might be likely to be used and returned after the conference (pens, highlighters, tape, etc.). Warren said for sure we'll need folders, sticker labels, etc.

Danielle asked about name badges and if WLA does the printing. Joe said it's up to us. Carol said she still has a ton of leftover name badge holders from last year, and she used an online template (probably Avery) to do the name badge printing. She'll work with Darren on the logistics as needed.

Di asked about whether or not we are doing tote bags this year. Darren said he tried contacting his contact from III (last year's donor) but that person is no longer with the company. Warren says if we don't have a sponsor for the bags Darren might be able to find an inexpensive option, since he hasn't used any of the \$1,000 budget yet. Darren can look into seeing what's available and try to work it in. If we were to do that, the bags need to be designed and ordered ASAP.

Darren has purchased the conference T-shirts. Each person owes him \$15 payable at the conference (no rush). We ordered 24 shirts to get the best deal; leftovers will be used as conference prizes.

Warren asked that the Scrabble tiles be completely printed out by October 9<sup>th</sup>.

### **Prizes & Packets: Mary & Mai-Khanh**

Mai-Khanh and Mary were not able to attend the meeting. Reminder for everyone to keep soliciting donations from businesses and organizations and to update both the spreadsheet and the Prizes & Packets Committee when doing so.

Each committee member needs to bring 2 bottles of wine and a wrapped raffle basket to the conference, as well as the bag of candy previously mentioned.

Danielle asked if committee members will be expected to bring in seed money for the till. Carol said she's never been asked to do that. Last year Lisa said she just bought \$20 worth of raffle tickets right at the start and that provided the seed money. Warren said he can do the same thing this year if needed.

### **Volunteer Coordinators: Beth, Danielle, Grace**

Grace was not able to attend the meeting. Beth said that now that Darren has sent out the official schedule she can finalize the volunteer sign-up sheet and then send it to the committee for editing. That way she can have it ready to go.

Danielle presented two options for Wildfire Assistance. First would be to provide support for the firefighting agencies responding to the fires. The second would be to support families who have lost their homes. The first option is easier to organize and distribute, so we're going to go with that. Danielle will reply back and then she will send out email to the committee with details about logistics, what we can do, etc.

Danielle said if we can send an email to registrants before they head to the conference, stating that if they can donate items we can collect them at the registration desk and drop off the donations. If Jennifer at the Chelan library wants them directly we can do that; otherwise she can tell us where to go and we can do it ourselves.

Joe is worried he can't focus on everything listed. He thinks we need to pick either beverages or trail snacks. He says stuff will stack up very quickly. Danielle said there could be a schedule of volunteers to check in to see how registration is doing. Beth got the details on what to put on the volunteer spreadsheet for this function. Volunteers will help move items from registration to a drop-off point. Danielle and Beth will work on this together.

### **Conference Historians: Sophia & Joe**

Sophia was not able to attend the meeting. Joe has been out of the office, and doesn't have much to update from Sophia's email of the previous evening. Sophia is extending the photo contest to September 28<sup>th</sup>. Darren emailed Sophia the previous evening, posed the idea of opening the contest up to being a #bookface competition. Everyone at the meeting seemed excited about this idea.

Joe talked about another idea for the photo contest, photos of famous people or odd occasions in participant libraries. He wasn't sure if anyone had looked through their library's photos to see if anyone qualified or not.

Darren asked Joe about the introduction for the conference brochure, and Joe asked for a deadline to have it submitted. This brochure is being printed and inserted into the registration packets, so Joe has some time to finish it.

Carol said she has photo props relating to comic book heroes she could bring. Joe clarified that the props don't have to be future-themed as previously mentioned. Darren said since this is all inspired by Back to the Future, the first movie takes place equally in the past as it does the present, not the future. Darren could bring an old-style camera for a prop.

## **Open discussion**

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

Danielle asked where we were at with scholarships, when the date closes, etc. Joe said it's already closed and we have two winners he would be notifying that day: Laurie Dawson from Whatcom County and April Hernandez from Stevens County. Joe said we'll need Jeff to make arrangements for their lodging for the 26<sup>th</sup> and 27<sup>th</sup>. Joe has an email in with Mary at Campbell's on how best to accomplish that so it goes smoothly.

Our next meeting will be Thursday, September 24 at 11am.

With no further business a motion to adjourn made by Warren, and seconded by Darren.  
Meeting adjourned at 9:37am.

Respectfully submitted,  
Carol Ellison, WALE Secretary