

# WALE Meeting Minutes

## February 12, 2015

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Present: Brian Hulse, Carol Ellison, Chi Saeteurn, Danielle Marcy, Darren Ng, Grace Vanzandt, Lisa Vos, Mary Wise, Manochehr Nourizadeh, Sophia Tsang, Warren Chin  
*The session was recorded. Slides from Warren's presentation are on Google Drive.*

The meeting was called to order at 11:05am by WALE Conference Co-Chair Warren Chin.  
Minutes from the January meeting were reviewed by WALE Secretary Carol Ellison.  
No discussion or amendments.  
A motion to approve the minutes was made by Lisa Vos, seconded by Brian Hulse.  
The minutes from the January 8, 2015 meeting were approved.

Warren introduced the newest members of the conference planning committee and allowed those in attendance to say a few words. He also shared slides of the completed committee roster, including photographs.

### **Budget**

Di and Warren have submitted their proposed conference budget to Dana at WLA. She will then send it to WLA board for approval. Once we hear back from them Warren will share budget information with the committee. He used the last two years of conference numbers to inform this year's budget.

### **Committee Updates**

Warren said at each meeting everyone will be asked to report on their progress.

### **Facilities: Jeff & Nouri**

Jeff was not present at the meeting and Nouri has just joined, so there was no update from Facilities. They will be in contact with last year's Facilities person, Gina Rice.

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

Christy was not present at the meeting. Warren asked the committee for any suggestions regarding group activities at the conference. Last year Di was in charge of the poker walk, and the goal was to expose conference attendees to local business in Chelan, and hopefully result in more Chelan business patronage by attendees.

Darren said he would like to see something a little more interactive than the poker walk, potentially focused more on small groups than individuals.

Danielle and Grace both suggested a scavenger hunt. Chi liked that idea, too. Grace thought it could be good for groups of 2-3 people, though that would make the prize of ½ off next year's conference registration not possible.

Danielle mentioned she was in charge of the group activity at the 2012 conference. She organized a mystery walk, where participants would solve clues and get a stamp at each location. She thought it was somewhat successful, but thought the poker walks have been more successful.

Chi requested any more ideas to be sent to her and Christy for consideration.

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

Printing & supplies works closely with prizes & packets and local arrangements. Warren stated he asked for \$1,000 in the budget this year for printing and supplies. In the past the money hasn't always been used but thinks with careful planning we could send more jobs to a printer and make the process easier. Darren reported the day of the meeting he'd been approached at work by a vendor and got his business card.

Danielle asked about how the conference attendee bags were created last year, and asked if we would want to offer them again this year. Carol said that the conference co-chairs took care of it last year. Lisa said Innovative donated \$500 and they went through 4 designs before choosing their favorite. Warren said Darren could work the bag angle and follow up as needed. Di and Warren will try to see if they can use a local vendor in the Seattle area.

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

Mai-Kahn was not present at the meeting. Every conference committee member will be responsible for bringing a wrapped raffle basket and two bottles of wine. Over time everyone will need to update the contents of their contributions on the prizes & packets spreadsheet. Mai-Kahn and Mary will track businesses that have been contacted and follow up with thank yous for donations.

Warren said every conference committee member is also asked to contact local businesses, unions, friends of the library groups, and anyone you can think of to contribute.

Carol asked about committee members contributing to the speaker and presenter gifts. Last year each person brought a bag of wrapped candy and it was all divided into small gift bags; each presenter received a gift bag that also had a gift card inside. Mary said that should fall under prizes & packets. She also asked if there was a record of who was approached for donations last year. Warren has that information; he will send it to Mai-Kahn and Mary.

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

Doris was not present at the meeting. So far our keynote suggestions are Bobbi Newman, Sharma Shields, and Clancy Pool. Brian said he is waiting to reach out to the potential keynotes until the budget has been finalized. There was a discussion about whether the \$1300 previously budgeted included travel and lodging costs, or if it was just the speaker's fee. Lisa said there is an additional amount, \$350, set aside for speaker expenses.

Brian also mentioned having the theme finalized before contacting potential keynotes, in case they want to tailor their presentations to match our conference theme.

Brian will contact potential keynote speakers as soon as the budget is finalized. Everyone is hoping the budget is approved by WLA by the end of February. If you have any more ideas for keynote speakers please contact Brian and Doris and update the spreadsheet in Google Drive.

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

Beth was not present at the meeting. Most of their work will occur in the month or so leading up to the actual conference. It will mainly consist of soliciting volunteers and scheduling them, ensuring proper coverage, and filling in where needed.

Grace asked if we know how many volunteers will be needed aside from the three volunteer coordinators. Lisa said at least one volunteer per conference session. Danielle said she has reached out to last year's volunteer coordinators but hasn't heard anything back yet. Carol said she should have last year's volunteer spreadsheet and can send it to this year's volunteer coordinators.

## **Conference Theme**

The following were the ideas committee members had sent in ahead of this meeting:

Forward to the future

No stopping us now

Can't hold us down

Libraries, there are no substitutes

WALE: There is no substitute

Foundation for greatness

We are library experts

Conquering the world through library excellence

Back to the future

Something to do with Star Wars

Force for change

Paths

Pathways

Visions

Futuresight

Customer service in the digital age

Reading towards the future

There was a lot of discussion about how the voting would be run, since we were missing so many committee members. At first it was decided someone would create an online survey, but then it was decided that we needed to get moving on this.

Lisa motioned that we accept Back to the Future as conference theme. The motion was seconded by Grace. The majority voted to accept Back to the Future as our conference theme.

Our conference theme for 2015 will be Back to the Future.

## **Conference Logo**

If you have ideas for the conference logo design, please input them in the Google Drive spreadsheet. Our goal is to have the logo ideas submitted to WLA ASAP, so that there is time for them to send us back the logo, have us tweak it, and have it finalized before WLA in April.

Mary said we need to be careful of branding. We don't want to tie this directly to the film of the same name. We should branch out the concept rather than concentrate on the movie.

Carol mentioned allowing Darren input on colors and font choice for the logo, since it will directly impact all of his print designs.

Stay tuned for more information on this process from Di and Warren.

### **WLA – WALE Presence**

Warren, Di, Mary, Brian, and Danielle will be attending. Carol is still waiting on supervisor approval. Warren would like to meet up with WALE members at WLA.

### **Miscellaneous Discussions**

If you don't have Google Drive access please contact Warren immediately. Also, everyone is responsible for keeping their particular spreadsheet up-to-date.

### **Jennan Oaks Band**

Warren asked if we'd like to invite them back to play at the conference. Carol said attendees seemed to really like them. Grace suggested maybe looking into a classical trio instead. Danielle said she likes them fine, unless there is another local band interested in playing. Lisa said she's friends with the band and knows they would be willing to play again for the same fee as last year.

### **Last Year's Poker Walk Winner**

We need to find out ahead of conference registration opening who won the poker walk last year. Their prize was ½ off this year's conference registration. Lisa said they sent the information to Kelsi at WLA. Carol will follow up with Kelsi.

Warren asked if we would like to offer this prize again this year. Committee members seemed to agree this would be a good idea. Darren mentioned if we do offer this as the poker walk prize, we won't be able to run the game in small groups. It will have to be individualized like last year. Just something to keep in mind.

If you have any ideas for an activity other than the poker walk, please send those ideas to Chi and Christy.

With no further discussion, a motion was made by Danielle, and seconded by Chi, to end the meeting. Warren adjourned the meeting at 12:01pm.

Respectfully submitted,  
Carol Ellison, WALE Secretary