

## WALE Meeting Minutes – January 8, 2015

**Present:** Beth Bermani, Warren Chin, Carol Ellison, Brian Hulse, Christy Karwoski, Danielle Marcy, Darren Ng, Joe Olayvar, Doris Rahmig, Sophia Tsang, Lisa Vos, Jeff Weis, Di Zhang  
*Session was recorded. The slides are available on Google Drive. If you have difficulty accessing these, please email Warren.*

The meeting was called to order at 8:41am by WALE Conference Co-Chair Warren Chin.

Warren introduced the members of the planning committee, providing photographs of all who had sent one in. If you haven't sent a photo yet to Di please do so before the next meeting.

Warren gave each person the opportunity to introduce themselves to the group. We all come from different backgrounds and bring different skills, abilities, and expertise to the group. Questions are always welcomed!

### **2015 Officers:**

**WALE Chair:** Joe

**WALE Vice Chair:** Lisa

**WALE Secretary:** Carol

**WALE Communications:** Beth

If you have questions, please feel free to ask Warren, Di, Joe, Lisa, Carol, or Beth, or you can contact your subcommittee counterpart from 2014:

# WALE 2015 PLANNING

## Committee Introductions:

### Connect With

Facilities	Jeffrey Weis	Georgina Rice: <a href="mailto:grice@sclcd.org">grice@sclcd.org</a>
Local Arrangements	Chi Saeteurn Christy Karwoski	Di Zhang: <a href="mailto:di.zhang@spl.org">di.zhang@spl.org</a>
Printing and Supplies	Darren Ng	Carol Ellison: <a href="mailto:cellison@everettwa.gov">cellison@everettwa.gov</a>
Prizes and Packets	Sophia Tsang (temp)	Warren Chin: <a href="mailto:warren.chin@spl.org">warren.chin@spl.org</a>
Speakers and Programs	Brian Hulse	Camile Wilson: <a href="mailto:camilew@kcls.org">camilew@kcls.org</a>
Volunteer Coordinators	Danielle Marcy Grace Vanzandt Beth Bermani	Delaine Miller: <a href="mailto:cataloging@libertylakewa.gov">cataloging@libertylakewa.gov</a> Luciane Andreta-Aspon: <a href="mailto:landretaaspon@fvrl.org">landretaaspon@fvrl.org</a>
Conference Historian	Sophia Tsang Joe Olayvar	Jennifer O'Brien: <a href="mailto:jobrien@sno-isle.org">jobrien@sno-isle.org</a>

The 2015 WALE Conference will be at Campbell's Resort in Chelan October 26-28. Committee members are asked to please arrive Sunday afternoon (October 25) if at all possible in order to stuff registration packets, set up the lobby and photo booth, etc. Everyone attending today's meeting said they'd try to be there on Sunday. More details will be forthcoming closer to the conference itself.

The committee discussed the best way to get a volunteer for the open position of Prizes and Packets, as well as getting a few extra people for other subcommittees (especially Facilities, Prizes and Packets, and Speakers and Programs). We discussed the possibility of using email to call for volunteers. However, the WALE newsletter went out earlier this week and mentioned the open position, giving Di and Warren's email addresses for interested people to communicate interest. Warren said they also had someone interested that is waiting for supervisor approval.

The final decision was we will wait to see if anyone comes on board and, if after a couple of weeks we still need people, we will ask Beth to send out an email to the listserv. In the meantime, feel free to talk up the conference committee with your colleagues and if anyone is interested ask them to email Di and Warren.

Di and Warren are awaiting final numbers from 2014 Co-Chair Kristina Payne before they can submit this year's budget to WLA for approval. Lisa mentioned that Kristina is almost caught up. They expect to submit our 2015 conference budget to WLA by the end of January.

**Conference timeline:**

Budget—top priority

Theme—everything depends on this

Keynotes—need to have in place before we can start advertising

Session presenters—have to be in place before we can open registration

Registration timeline will include opening date, closing date, and early bird dates.

We will review this timeline at every meeting. There will be a lot of email communication in between meetings. Warren is in the process of creating folders in Google Drive for the planning committee. If you haven't yet, please send Warren your Gmail address so he can grant you access. He will be checking in with all of us at the end of January to ensure we all have access.

Warren asked Joe who takes care of archiving the 2014 session survey results data. Joe said it's not the historian; it's the conference Co-Chairs' responsibility. Warren told the group that 2014's survey results were very positive. It was very impressive seeing all of the results compiled together.

**Conference theme:**

We saw a slide of last year's conference logo and theme. We learned that whatever theme idea we come up with is submitted to WLA, whose staff will create a logo and send it back for tweaks and eventual approval. Joe warned that this process can be a bit lengthy, so the sooner we can come up with a theme the better, since a lot of what we'll be doing hinges on it.

Darren asked when the 2014 theme was decided. Secretary Carol said it was at the January 30<sup>th</sup> meeting. Warren is creating a folder in Google Drive for committee members to drop theme ideas into. We will review them at the February meeting and vote. Carol says she has all of last year's ideas if we get stuck but wants to see what we come up with first.

Warren asked who is attending WLA. A few people said yes; several said no; and a few more said they are still awaiting on supervisor approval and/or funding. Warren suggested that committee members attending WLA meet up at the conference.

#### **Keynotes and sessions:**

Warren asked committee members to start thinking about possible keynotes and session ideas.

Danielle suggested we contact Sharma Shields, a local Spokane author and former SCLD employee. Her new book is getting a lot of attention and she has a library background. Danielle didn't know if she was available for the conference or what her fees would be. Lisa suggested Brian could contact Sharma. Warren said there will be a spot for this information in Google Drive.

Brian said it's good to brainstorm ideas, but until the budget is approved we won't know how much money we have to work with and who we can afford.

Lisa said last year we were lucky because we didn't have to pay for Kim Wyman or Rebecca Miller. As it stands we have tentatively budgeted \$1300 per speaker, but the budget still needs to be approved.

Sophia said she recently attending a conflict resolution training that gave tips on how to talk and express your feelings in a non-confrontational way. Her name is Vivien Sharples and Sophia has her business card. Warren said he can put that information into Google Drive.

Warren said committee members can input any ideas they have for keynotes and sessions into Google Drive.

#### **Discussing how we did in 2014 and how we want to move forward:**

##### **Conference tables:**

Di said Riverwalk Books is interested in having a table at this year's conference in the hallway below the ballroom.

Carol said she liked the placement of the registration table in 2014 as opposed to 2013's.

Lisa said the Knights of Veritas pulled out at the last minute last year but is interested again this year. They do programs for libraries involving historically accurate medieval armor and weapons.

Raffle prizes took up a lot of space last year. We had almost 30 individual raffles, which Joe thinks may actually be a new WALE record. We want to try to top last year's. Carol said she could volunteer to Vanna White the raffles like last year if needed. It was a volunteer position we hadn't counted on but maybe we should this year.

##### **Photo booth:**

Everyone said it was a lot of fun to have the photo booth last year. Joe said we stole the idea from the WLA conference, where he had seen how popular it was. We replicated it at WALE and it went over really well. The props were donated by the committee members. Di has them in his basement. Joe said he is happy to set it up again this year with his camera so the person manning the camera just has to push a button. However he will not be able to man the camera this year.

Lisa said we should think about whether we want to have it all conference long or just at the dessert reception. Joe said last year it was most active during the dessert reception and not so much after that. Warren suggested then that this year we just stick to having the photo booth during the dessert reception.

**Chelan Library tour:**

This falls under Local Arrangements. The past 2 years we've offered this tour. In 2013 it coincided with the library's grand re-opening and 2014 the tour had even more participants. Based on the numbers Di suggests we do it again. Our contact librarian is Jennifer. Joe said the library tour should be a standard conference offering.

Lisa asked about other group activities that were on a list last year but didn't make it into the conference, like an electronic bike thing. Di says he has the list of other group activities that Jennifer had suggested. He's hopeful we can incorporate some into this year's conference.

**Questions from the floor:**

Danielle asked whether the Volunteer Coordinators would be having separate meetings in addition to the big group committee meetings. Warren said it was up to them whether or not they wanted to do that. Carol asked whether or not she would need to be present to take official minutes. Warren said he will rope Carol into the Volunteer meeting emails. Joe and Lisa said they didn't need to be included. However, Joe did suggest one or both of the Conference Co-Chairs plan to attend each meeting.

**The next meeting will be Thursday, February 12<sup>th</sup> at 11am.**

With no further discussion a motion to end the meeting was made by Lisa and seconded by Joe. Motion to adjourn was unanimously approved. Warren adjourned the meeting at 9:43am.

Respectfully submitted,  
Carol Ellison  
WALE Secretary