

WALE Meeting Minutes

March 12, 2015

Present: Brian Hulse, Carol Ellison, Christy Karwoski, Danielle Marcy, Darren Ng, Di Zhang, Jeff Weis, Joe Olayvar, Mary Wise, Sophia Tsang, Warren Chin

The session was recorded. Slides from Warren's presentation are on Google Drive.

The meeting was called to order at 8:35am by WALE Conference Co-Chair Warren Chin.

Minutes from the February meeting were reviewed by WALE Secretary Carol Ellison.

No discussion or amendments.

A motion to approve the minutes was made by Joe, seconded by Warren.

The minutes from the February 12, 2015 meeting were approved.

Warren provided the final roster for this year's conference planning committee, including names and contact information for last year's committee.

Budget

The budget has been approved! Warren is providing access to committee members on Google Drive.

Please review your subcommittee's budget line and let Di and Warren know if you have questions.

Committee Updates

Warren asked if you know you won't be able to attend a meeting to please communicate with other subcommittee members to see who will be giving the update at the meeting. Sophia is a floater, so Darren can use her as a backup.

Facilities: Jeff & Nouri

Nouri was not present at the meeting. Jeff and Nouri have been talking to last year's Facilities volunteer, Gina Rice. They are planning to meet her in Chelan in May and go over the layout and details specific to the venue. They will walk through the space, see how things can be set up, and get a better idea of what they can plan for. They'll also go through the menus they have planned for special events. Danielle did Facilities a couple of years ago and offered to help, too. Joe might also help, depending on if he's needed. Jeff and Joe will work that out.

Local Arrangements: Chi & Christy

Chi was not present at the meeting. Christy reported that she and Chi looked at the businesses from last year and divided them up. They have spoken to Jennifer at Chelan Public Library and someone at Riverwalk Books. Riverwalk is interested in having a table at the conference this year, but it will depend on their staffing levels.

Christy said she and Chi would like to try a different activity than the poker walk, but they haven't come up with a good replacement idea yet. Warren said it's still early in the game, but if we can decide by the April meeting it will give them time to work out all the details. He asked them to finalize a proposal by next month's meeting. If anyone has any ideas please email Chi and Christy.

Di mentioned it's important to finalize what the activity will be before contacting the businesses. That way the businesses can make an informed decision about whether or not they can participate.

Carol asked if Di had a list of group activity ideas not used last year. He said he did, and that he would forward the list to Chi and Christy.

Printing & Supplies: Darren

The printing and supplies budget line was approved for \$1000. Darren asked about the conference logo process. Warren said once the logo is finalized he will send it to Darren.

Darren hasn't yet contacted printers to get pricing options. Now that the budget has been approved he can get a list of vendors together, compare prices, etc.

Darren asked about how they got the \$500 donation from Innovative last year (it paid for the tote bags). He will email Lisa and ask her.

Darren will be making a promotional flyer for the WALE conference to be distributed at the WLA conference. Brian said he will let him know as soon as keynotes are confirmed.

Brian, Doris, and Darren should work together to finalize the flyer. Hopefully we will have at least one speaker confirmed.

Prizes & Packets: Mai-Khanh & Mary

Mai-Khanh was not present at the meeting. Mary said she and Mai have sent out emails soliciting input. Warren mentioned that contacting the local Chelan businesses would be the responsibility of Local Arrangements. Mary said they will start contacting non-Chelan businesses soon. Warren thought that was a good idea, but also reminded the whole committee to be out there soliciting donations. Money raised on raffle ticket sales benefits the WALE scholarship fund.

Danielle asked if we are collecting monetary donations or prizes to be raffled. Warren said it's best to ask for prizes instead of cash. Carol mentioned last year she had money from the Friends of the Library and they asked her to use it to buy items for a raffle basket.

Speakers & Programs: Brian & Doris

Doris was not present at the meeting. Brian said he has contacted all three potential keynotes, not yet assigning dates but ascertaining their availability. Sharma Shields has confirmed her availability. Clancy Pool is waiting to hear back from her administration. Bobbi Newman is in the middle of her PhD midterms, but Brian is expecting to hear back on her interest/availability by next week. He gave everyone a deadline of April 1st to confirm their interest in becoming WALE keynote speakers.

He mentioned that Bobbi is [Librarian By Day](#) and has a big pull at conferences nationally and internationally, in addition to our regional greats Sharma and Clancy.

Brian asked everyone to think of backup keynotes he can contact in case Clancy and/or Bobbi are not available. He also asked if there is a standard contract we use to sign keynotes, or should he use the one he's used for past conferences? He has contacted last year's Speakers volunteer, Camile Wilson, but she is on vacation until the end of March.

Joe said he'd like to meet before the WLA conference to decide on the speakers, as the final decision should be by the committee. Next month's meeting is the 11th and the conference starts on the 15th.

Brian wants to figure out a way to collaborate after we receive confirmation from the keynotes. Would a Doodle poll work? Joe thought that would be a good way to expedite things. Carol said it's efficient.

Volunteer Coordinators: Beth, Danielle & Grace

Beth and Grace were not present at the meeting. Carol just sent them information from last year's Volunteer spreadsheet. She said she will work through it with Beth and Grace and they will put together a spreadsheet for 2015. They will also check in with each subcommittee to ensure they have all the volunteer positions recorded. Carol mentioned having someone at each raffle to actually take the raffle prize to the winner.

Conference Historian: Sophia

Sophia asked if anyone had a copy of last year's WALE conference slideshow. [Carol found it on YouTube.](#)

Conference Theme: Back to the Future

The winning logo idea image was sent to the WLA graphic artist, along with the request that we keep it away from branding too similar to the movie. The graphic artist will spend the next week or two customizing the logo based on that idea. Once she has submitted it back to Warren he will let us know.

WALE Presence at the WLA Conference

Brian, Carol, Di, Mary, and Warren will be there multiple days. Jeff will attend one day, TBD. Joe will be there for a Saturday leadership meeting. Di will be coordinating a conference committee meet up at the conference. Stay tuned for email.

WALE is the sponsor for the new member orientation on Wednesday evening. Please plan to attend!

Joe is going to check with Dana at WLA to see if WALE will have a table there or how the flyers will be distributed. Mary said the adjacent tables are usually staffed with flyers and handouts, bookmarks, etc. It might be a good place to put the flyers. We can also take flyers to the new member orientation, and keep them at the WLA table throughout the conference.

Di and Warren will plan to say a few words at the new member orientation about WALE. Joe will talk to Di and Warren.

Open Discussion

Sophia asked when we will open registration. Joe said usually the end of June or early July, once all our ducks are in a row (keynotes confirmed, sessions solicited and selected).

Mary mentioned there was an institution offering a new library science minor, and would that be a good fit for the hallway tables at the WALE conference? Joe said it was appropriate. Carol mentioned in previous years this type of information has also been distributed in the registration packets. Warren said Mary could update the spreadsheet and Facilities can look into it and figure it out in the following months. *(Secretary's note: he said "Facilities" but if we go the registration packet route it would be a job for Prizes and Packets.)*

Reminders

If you don't have access to Google Drive please contact Warren. Please update your spreadsheets, especially the raffle and wine lists. For now if you just mark your name down Warren will at least know that you have access and are paying attention.

Each member will be expected to bring:
2 bottles of wine
1 table-ready raffle item/basket

Carol reminded everyone about the WALE IG survey and urged everyone to fill one out if they had not yet responded. She said it is crucial to have input at this critical time. It will determine our future as an organization.

Our next meeting is Thursday, April 9th at 11am.

With no further business, Sophia made a motion to adjourn. It was seconded by Brian. Warren adjourned the meeting at 9:34am.

Respectfully submitted,
Carol Ellison
WALE Secretary