

WALE Meeting Minutes

May 14, 2015

Present: Beth Bermani, Brian Hulse, Chi Saeteurn, Danielle Marcy, Di Zhang, Jeff Weis, Joe Olayvar , Lisa Vos , Mary Wise and Sophia Tsang,

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

The meeting was called to order at 8:41am by WALE Conference Co-Chair Di Zhang. The minutes from the April meeting were reviewed by WALE Communications Officer Beth Bermani. There were no amendments or discussion. The minutes were approved as read.

Speakers & Programs: Brian

Brian needed to leave early, so he reported first. Sharma's contract was finalized last night, so that is all taken care of. Jennifer Fenton cannot facilitate the leadership without authority session that Brian proposed, but Jennifer gave Brian some leads on other presenters that he will contact. Joe voiced a concern that this topic is overused but important at the same time. Mary commented that we should pursue the topic as a workshop session.

Brian created a Google form for presenter submissions: <http://goo.gl/forms/j0CKYWG4ea>. Brian asked that we share it with other libraries and social networks. Joe asked that the response info be added to the Google shared drive. Brian will take care of that.

WLA Conference

Di recapped the WALE presence at WLA. WALE sponsored the first-timers and new member reception which went well. Di estimated at least 60 people attended. It was a great opportunity to network and market about WALE in general and the upcoming conference. WALE also had an info table near the registration table where they distributed many flyers. Mary and Jeff both commented on the positive presence of WALE at WLA.

Facilities: Jeff & Nouri

Jeff gave a facilities update. He has been in contact with Campbell's and created a timeline for decision making:

-6 weeks out (September 14, 2015):

1. Menu confirmation
2. Conference agenda
3. A/V needs for each presenter

-Catering contract signed by Oct 12

-Final attendee count to Campbell's four days before the conference start

Campbell's asked for a rough attendee count, and Jeff told them it should be the same as last year. Jeff asked about the "bill to" address, and Mary supplied the WLA address. In terms of A/V needs for presenters, Joe commented that presenters won't need microphones, only keynote speakers will.

Local Arrangements: Chi & Christy

Chi commented that ten businesses have been contacted about the scrabble group activity and several have responded. Some of the feedback Chi received from the businesses is that they prefer people not just come in, get their tile and leave, but that they prefer it if people look around and patronize the businesses more. Chi said that having the activity last two days might encourage less rushing and more browsing.

Printing & Supplies: Darren

Darren was not present, but he sent information to Di. Di presented what the three t-shirt colors looked like with the WALE logo on them. Based on the email comments, the committee members prefer the red and grey options over the black.

Joe might have a lead on a t-shirt printer. He will look into that which will give us something to compare logosportswear.com prices with.

Di asked if we wanted our names or names and titles on the back of our shirts. Mary commented that it would be pricey to individualize each shirt. Danielle suggested that we could always do iron-on letters Sunday night before the conference at Campbell's.

Prizes and Packets: Mary & Mai-Khanh

Di reminded the committee that everyone needs to help secure prizes and baskets. Contact at least one business or organization. Every committee member needs to bring two bottles of wine and a raffle basket. Di asked if we wanted to give candy to the presenters again. Mary said it's a nice idea to give a token gift and thank you card to each presenter. Mary wondered if there was a local candy company that could be contacted to donate candy. Di asked Chi to look in to that. Mary talked about the places she contacted and said they are working on contacting sponsors.

Volunteer Coordinators: Beth, Danielle, Grace

Beth mentioned that the volunteer spreadsheet is slowly being updated as decisions are made, but most of our work is done closer to and at the conference.

Conference Historians: Joe & Sophia

The WALE trailer is updated and now includes music. Sophia is working on a video ad that should be ready by July. For the photo contest slideshow, we decided that the first place winners from each category will get a goodie basket; second place winners will each get two raffle tickets and third place winners will each get one raffle ticket.

Miscellaneous

Everyone has now accessed the Google docs. Di asked that everyone please update their spreadsheets as needed.

Our next meeting will be Thursday, June 11 at 11am.

Motion to adjourn the meeting was made by Di and seconded.
Di adjourned the meeting at 9:35am.

Beth Bermani, WALE Communications