

### **WALE Meeting – June 19, 2014**

Attending: Camile Wilson, Carol Ellison, Delain Miller, Gina Rice, Joe Olayvar, Kristina Payne, Lisa Vos, Warren Chin

*Kristina's slides are available on Google Drive. Session was also recorded.*

Meeting called to order at 8:35am by WALE Conference Co-Chair Kristina Payne.

May minutes were reviewed by WALE Secretary Carol Ellison.

Motion to approve minutes made by Gina Rice, seconded by Camile Wilson.

May minutes were unanimously approved.

### **WALE Conference Historian: Jen O'Brien**

Kristina welcomed our new WALE Conference Historian, Jen. Her position description is now in Google Drive. Committee members encouraged to send her a welcome email.

### **Speakers and Programs Report: Camile**

We have contracts back on all our keynotes except Kim Wyman. We are on her calendar and are considered officially covered with her office. All contracts and agreements are on Google Drive.

The committee discussed the [two different keynotes](#) Gene & Bill from Unshelved have offered. Originally we had asked them to do "How to Ban a Book" but since then they have come out with a new offering, "Too Much Information." We're going to try to get more information about the TMI keynote and decide at a future meeting. If we have them do the TMI program, we will need to have a new contract written up and signed.

### **Volunteers: Delain & Luciane**

There is a sign-up sheet on Google Drive for volunteers. Send any interested volunteer names and email addresses to Delain & Luciane. The big influx of volunteers usually occurs after registration opens.

### **Printing & Supplies: Carol**

Carol hasn't had any tasks until now; she says now the real work is starting. She will compile keynote biographical information from the contracts and other forms, although Kim's bio and photo will need to be pulled from Kim's website.

Everyone should keep the list of donors and sponsors up-to-date. We want to be sure when it's time to go to the printer we do not leave off any of these wonderful people and businesses who support the conference.

The committee discussed whether we wanted to do tote bags this year. Joe will talk to whoever at WLA did their conference bags this year and get some more information. Someone suggested this might be a good place to use the \$500 donation from Innovative. The consensus was that having a bag, depending on costs, would be a great thing to do this year.

### **Facilities: Gina**

Gina has emailed WLA about a raffle permit to be sure before she applied that they didn't already have an annual permit for the organization. Dana is on leave so communications haven't been typical.

Gina asked for the contact person at Campbell's we used last year to ask about them donating the 2 night stay for the raffle. Joe provided Mary Amsden as the group sales rep and the best person to talk to.

Gina asked committee members if they would be willing and able to bring a projector to the conference. She wants to know in advance how many we will be providing to ensure everything is covered. Please email Gina one way or another.

Gina has posted information to Google Drive; this will grow after the sessions have been selected.

#### **Prizes and Packets: Warren**

Warren has done a fantastic job!

Reminded the committee to keep updating the sponsors and donors list so we are sure to recognize everyone who has given to the conference. Lisa has made a folder for logos; drop in logs as appropriate.

Reminded the committee to be sure to send thank you letters and certificates when someone donates.

#### **Local Arrangements: Di**

Everything is up-to-date.

#### **Responsibilities for ALL Committee Members:**

- Bring a wrapped and ready raffle basket. Any extra donated items that don't fit into a basket can go into one "mystery" basket.
- Bring at least one bottle of wine for the wine raffle.
- Bring a bag of wrapped candy so we can create presenter gift packages.

#### **Advertising/Promotion**

There will be an ad in the next issue of Alki, published in July.

Session proposals have been given an extended deadline of June 27<sup>th</sup>.

[WALE Conference on Facebook](#). Everyone encouraged to "like" it and interact with the content.

Warren and Luciane will be featured in the July WALE newsletter in the "Meet a WALE Member" column. Thank you both for volunteering! Deadline is June 30<sup>th</sup>.

Joe is writing a brief article for the same newsletter. Thanks, Joe! Deadline is June 30<sup>th</sup>.

There will be one more newsletter before the October conference.

#### **Google Docs: WALE Stuff Folder**

Keep updating your progress on your tasks and responsibilities.

You can find everything from contracts to promotional materials in there. Thank you, Kristina and Lisa, for getting everything together in one space and organized! If you have any difficulty finding what you're looking for, please email Kristina or Lisa immediately and they will make sure you get connected.

## **Icebreaker for Dessert Reception Monday, October 27<sup>th</sup>**

Kristina and Lisa proposed we play “What am I?” It’s a random item guessing game. A picture of an item is taped to each person’s back as the person enters the reception. You can only ask yes/no questions, and you can’t ask the same person twice. The time limit is the duration of the dessert reception. If you correctly guess your item you will receive an extra raffle ticket.

Carol likes how many people you will quickly meet this way.

Joe likes the raffle ticket incentive to participate.

Kristina likes that latecomers can still participate.

## **WALE Scholarships**

Where does the money come from? Who is in charge? What about a selection committee? We want to offer two scholarships this year. We are partnered with the WLA Scholarship Committee. There is an email out to them; Kristina, Lisa, Joe, and Daurice hope to get information out as soon as possible.

## **Anything Else?**

Gina asked about who is responsible for booking if we pay for someone’s room. Camile and Gina will work together; speaker requirements for rooms and meals are part of their contracts.

Other arrangements: Who books the hospitality suite for the President’s Reception? Or is it even a given? Joe says that every 45 guests we book we get a free room. This can be applied how we see fit. The suite is complimentary for the Conference Co-Chairs and it’s automatic.

Gina asked if the WLA President needs to be invited to the WALE Business meeting and, if so, who would need to ensure this happens? Joe said Daurice conducts the business meeting. The President doesn’t receive an invitation; rather, they know it’s happening and know it would be nice if they could attend.

## **Upcoming Meetings:**

**July 10<sup>th</sup> 8:30am – Session selection.** We have to notify proposers by July 18<sup>th</sup>. Very important: if at all possible please be there.

**July 17<sup>th</sup> 8:30am – Next regular WALE Conference Committee meeting.**

Kristina will be sending out an updated tasks list and encourages everyone to keep up the good communications.

With no other issues raised, Kristina adjourned the meeting at 9:17am.

Respectfully submitted,  
Carol Ellison, WALE Secretary