

**WALE 2012**  
**Conference Planning Committee Meeting**  
BlackBoard Collaborative  
February 2, 2012

Present: Brianna Hoffman, Daurice Siller, Theresa Barnaby, Lisa Adams, Jennifer Fenton, Kate Laughlin, Danielle Marcy, Laura Schmidt, Gina Rice, Lynne King, and Peggy Bryan.

Brianna Hoffman, Conference Co-Chair, called the meeting to order at 8:36. She welcomed everyone to the planning meeting on behalf of herself and Daurice Siller, 2012 Conference Co-Chair.

**NEW BUSINESS:**

Brianna reviewed the roles and responsibilities of the WALE Conference Planning Committee, WLA Staff and WLA Programming Coordinator. She commented on the great list of volunteers and is looking forward to working with this great team!

Brianna reviewed the sub-committee chair assignments:

- **Programming & Speakers:** She announced that Lisa Adams and Jennifer Fenton are the co-chairs. Lisa reported that there has been some discussion and interest in the sessions. Jennifer reported that they will announce a request for proposals on March 1. After a discussion, it was decided that the proposals should be due mid-May. Kate Laughlin is willing to interact with the programming team, but they will need to decide on the level of her involvement. Brianna said she would like Kate to assist, but need to make an official decision soon. She noted that Kate was definitely a great asset in the success of the 2011 WALE Conference and she would like her to assist again. Lisa discussed the importance of getting a good keynote speaker for the Tuesday evening banquet. They are checking availability of several possibilities as well as the cost.
- **Volunteer Coordinator:** Brianna welcomed Bobbie Dimiero, who will serve as Chair and gave a brief overview of her duties.
- **Local Arrangements & Decorations:** Brianna announced that Georgette Rogers will be the chair, who was unable to attend today. She noted that it would be good to find someone to assist her, as there are a lot of details involved. Gina Rice volunteered to assist and do whatever is needed. After a brief discussion, Gina said her preference was to assist with the hotel end of the arrangements. Gina noted that she has requested to attend the WALE Conference from her library, but has not had confirmation yet. Lynne King volunteered to assist Georgette with the activity portion of the arrangements. It was noted that conference room rates will be \$88-102 in the contract with Campbell's Resort.
- **Vendor Procurement & Coordination:** Laura Schmidt will chair this portion of the conference. Brianna will get Annette Eberlein's contact information to Laura, as Annette did a great job in the last conference and may have some suggestions or recommendations to offer. Barnes & Noble and Susan Madden were among the vendors from the last conference. Kate suggested a LSSTC or Highline Community College as possible vendors. Laura discussed possibly combining sponsors with

vendors. A brief discussion on the spot-light for success followed, with a suggestion to feature this as a round table discussion. The group discussed pros and cons.

Brianna introduced the additional committee members:

- **WALE IG Chair**—Theresa Barnaby
- **WALE IG Secretary** – Peggy Bryan
- **WALE Communications** (newsletters, Facebook, website) – Cindy Wigen
- **WALE Executive Director**—Dana Murphy-Love
- **WLA Program Coordinator**—Kate Laughlin. Kate announced that Becky is the new Karen at WLA and is great to work with. She said she is a great resource and recommended contacting her as needed.

Brianna announced that the 2012 WALE Conference theme is "Coming of Age... 21 Years as an Interest Group". The conference will be October 29-31 at Campbell's Resort on Lake Chelan. She shared the conference them art and asked the group for their opinion. The group liked the art, but were concerned about a developing a logo for any art work or publications. Brianna stated that the designer indicated that a logo will be developed from this artwork upon its' approval. The theme art was approved.

Brianna discussed the conference schedule of events at the conference, held Monday, October 29<sup>th</sup> –Wednesday, October 31. The WALE business meeting will be held during breakfast on the 31<sup>st</sup>. Gina inquired on the contract with Campbell's Resort, asking the number of rooms required to be booked for the conference. A discussion followed on the breakfast, noting that a speaker at breakfast would be helpful to encourage attendance and participation.

Brianna noted the Conference Timeline. She and Daurice plan to visit Lake Chelan and Campbell's Resort on Friday, February 3. They will meet with resort officials to discuss the conference.

Brianna stated that she and Daurice have been reviewing the information they received on the WALE 2012 Budget. As soon as the budget completed, she will share it with the group. Gina offered to assist with the budget as needed. Brianna thanked her and welcomed her help. Theresa noted that the 2011 had a good profit and the WALE IG is in a fairly good place regarding their budget.

Brianna announced that the WALE conference planning meetings are scheduled for the first Thursday of each month, 8:30-9:30. The next meeting will be Thursday, March 1 on BlackBoard Collaborative. She thanked everyone. With no further business, the meeting was adjourned at 9:28.

Respectfully submitted,

Peggy Bryan  
WALE IG Secretary