



January 28, 2011

**2011 WALE Conference Committee Meeting Minutes
Davenport Hotel, Spokane, WA**

Introductions

Cindy Wigen and Peggy Bryan will be the 2011 WALE Conference Co-Chairs. Introductions around the table were made. In attendance were: Theresa Barnaby, Cindy Wigen, Dana Murphy-Love, Danielle Marcy, Annette Eberlein, Daurice Siller, Lisa Adams, Lucinda Stroud, Kate Laughlin, Georgette Rogers, Peggy Bryan, and Brianna Hoffman.

WALE

Dana Murphy-Love discussed options for future conference venues. Campbell's Resort in Chelan, WA is being looked at for the 2012 WALE Conference. This venue had not been looked at in the last few years due to the low number attending conferences. This venue is a possibility since WALE attendance has been lower.

Conference Lengths in the Future

Dana noted that the length of time for the WALE Conference has been discussed. It has been mentioned that WALE could possibly be offered as a full day Conference, one for each side of the state instead of a two-day conference. There has been some opposition to this idea. Members do not want any separation between members.

Roles & Responsibilities

WLA is lending staff to Dana Murphy-Love to help with the 2011 WALE Conference. She wants to make sure it will be fun planning it and for those who will attend. Dana noted that the Davenport Hotel requires at least \$10,500 spent for the conference. Dana stated that she was meeting with Hotel staff to discuss internet pricing. Some of the connections are \$50 for each connection.

Dana went over roles and responsibilities and what is WLA vs WALE's responsibilities.

Kate Laughlin discussed pre-conferences. She is offering a lot of support. The pre-conferences will be a group decision. They are looking for program ideas and proposals. Karen Kennan is helping with Dana's office at WLA. A question of who will be the point person for this? Theresa Barnaby and Lisa Adams will be the contacts.

A question was asked if there was anything else that needed to be discussed.

A suggestion was made to use Bernadette Jeffers' workshop on mending. It was noted that many attendees mentioned that it started at too high of a level of experience, it is not for beginners.

A workshop on how to use electronic devices would be a good idea for a workshop. Many people received them as gifts for Christmas and the demand for downloadable books and music is on the rise. Craig @ Seattle Public Library is a great person to contact for using Overdrive.

Gadgets Not Tech Tools is another suggestion. Possibly having two half-day pre-conferences would be a good idea. One held in the morning and one in the afternoon.

Barnes & Noble – *Direct to Device, Overdrive to PC*. It was noted that members would like to see something on this at the Pre-Conference and at the Conference.

WLA tries to plan sessions for pre-conference workshops. A demonstration table that would allow for members to see how to use the many different downloadable devices would be a great idea.

Another suggestion for a session would be *Rural Heritage* from Whitman County Library. Outreach for Teen Services with Erica Wilson is another.

Proposals for sessions will be posted on Googledoc. Cindy, Lisa and Theresa will have access to Googledocs.com. Karen Kennan will merge contracts.

Program chairs will be able to put in basic information into the spreadsheet and then be able to view and discuss with others. They will be able to edit and take out what they do not want and fill in ones they do want. There is no confusion using Googledoc. It is transparent. It was noted that we will need to send all contact names and email addresses for the members who will be accessing this feature.

Georgette asked how we will be doing surveys for the Conference. Will they be paper or electronic? It was noted that it will be electronic and accessible from the website. Lisa suggested sending the PDFs to all of the speakers electronically as well. No more snail mail.

Another program idea was suggested. *RDA, Open Source and Evergreen*. The idea of Open Source is vague. How does it work with a closed system? How can it be successful?

WLA is holding a session on *Lessons Learned*?

Local Arrangements

Spokane is Reading will be held in October. Some of the authors have been: Timothy Egan, Jess Walters, and Garth Stein. Mary Roach's will be speaking that night. "Packing for Mars" is one of her books. *Spokane is Reading* will be held across the street from the Davenport Hotel at the Bing Theatre on October 13, 2011.

It was suggested that we may want to chip in on an honorarium. We could have this option to attend the event around 7:00-7:30 p.m. The Dessert Reception will be available afterward at the hotel. This is a free event.

Volunteer Coordinator

A call for a Volunteer Coordinator was discussed. The person would coordinate volunteers for the Conference. This person would need to be registered for the Conference. They would need to keep track of what is going on. This position would not work alone-- they would work directly with Kate Laughlin.

Conference Activities/Special Events

This is great for sponsorship. We want attendees to feel they get more out of the conference. There is plenty of space at the Davenport.

Hospitality/Gifts/Raffle Drawings

(I thought someone else volunteered to do this—but don't remember who?) Cindy and Peggy will be involved with this? Basketry, Gifts, Silent Auction, Sponsors.

Expenses

A suggestion was offered to hand out neck wallets this year instead of bags. The cost is \$285 per 100. A suggestion was posed to get sponsorship for key cards. We can find out the cost to get customized key cards and then solicit sponsorship for them.

Ideas for sponsorship costs are: cups, pens, key chains and event sponsors. Will sponsors help with costs of breaks and events? Some ideas for sponsors are School of Massage, Highline Community College, SPCC?

Theme

Kate Laughlin suggested a theme of “*The Roaring 20’s*” to go along with this year’s 20th Anniversary. We could do a champagne fountain, a photo booth, costumes, music, etc.

We will need to present this idea to the WLA Board. We will have someone create graphic and artwork for the theme before it is presented to WLA.

Conference Timeline

Something needs to be sent out to membership. We could post in ALKI. ALKI has asked for info and its next issue is coming up. We could post a *Save the Date*.

How do we send out information regarding the conference? We could put out an announcement in various formats. It could be posted on Facebook or LinkedIn. We could do a smaller paragraph.

It was noted that we can use the same format for the Update Proposal Form. February 11, 2011 is the date for proposals. The Timeline is a working document.

Notes on Timeline:

RFP by 2/11/2011

Theme Art and Theme by February 2011

Registration Decision date by May 2011

See rest of Timeline for the WALE 2011 Conference on handout sheet from meeting

Schedule of Events Ideas

- Dessert & Martinis
- Possibility of partnering for some sort of event with WLMA since their conference is in Spokane the same weekend
- Keynote Speaker
- Inquiring Minds/information regarding entertainment
- Display of the 1920’s at the Davenport
- Get a Friday night dinner Speaker. Possibly we could have a Mystery program. Include actors?
- Instead of a poker walk, we could do a photo scavenger hunt? A suggestion for photos would be a 20 year glance of WALE. We could work with Mary Wise and Troy Christianson to collaborate
- We need to get a Speaker for Friday night that will draw a lot of attendees. We want to incorporate a Keynote that would be someone local
- A possible idea for a session would be something on Motivation or Public Service. We could get locals, possibly a life coach?

Friday

- There will be four breakout sessions
- Historical Tour
- We could do a Murder Mystery event
- Lunch Business Meeting
- Elections
- Have the Mayor come and speak at the luncheon or Dessert Reception
- The Business Meeting should be during or at the end of lunch. There will be plated meals
- Coffee Service
- Welcome the Mayor/Coffee with the Mayor 9:00 -9:30 a.m.
- 1st breakout session: 10:00 – 11:15 a.m.

- 2nd breakout session: 1:45 – 3:00 p.m.
- 3rd breakout session: 3:30 – 4:45 p.m.
- CAYAS may be able to sponsor something
- Terri Truman and Chris Crutcher are authors we are interested in getting as Keynote Speakers

Information included in Registration

Friends Groups, Book Vendors, Sponsors

Budget for 2011 WALE Conference

We talked about the costs of the conference. Dana will be meeting with the hotel regarding the costs for WiFi

Speaker gift ideas

Pay for speakers. What is the cost for each Speaker?

Pre-Conferences make the most money each year at the Conference

Kate has many different programs available for the Conference this year

WLA Policy is that no money will be paid for session presenters. Presenters need to be registered for the Conference

Dana will revise the budget. It will be ready by March to be presented to the WLA Board

Kate stated that as soon as we can, we will need the number of attendees

Respectfully submitted,

Lucinda Stroud/WALE Secretary