

WALE 2012
Conference Planning Committee Meeting
BlackBoard Collaborative
May 31, 2012

Present: Brianna Hoffman, Daurice Siller, Jennifer Fenton, Bobbie Dimiero, Gina Rice, Cindy Wigen, Peggy Bryan, Danielle Marcy, Lisa Adams, Theresa Barnaby and Kate Laughlin.

Brianna Hoffman, Conference Co-Chair, called the meeting to order at 8:20 a.m. She welcomed everyone to the meeting on behalf of herself and Daurice Siller, 2012 Conference Co-Chair.

Co-Chair Report

- Brianna announced that the Conference page is now posted on the WALE website. In addition, an email on the conference has been sent out.
- The Pre-Conference was initially set at \$55, which was the same as last year. Brianna asked for input; and a discussion followed. The consensus was to raise the rate to \$60, which would be consistent with WLA.
- The posted registration information will be helpful to libraries for budgeting purposes. Discussion followed on the length of the sessions. It was agreed that three hour sessions seemed to be the best fit, but working with the presenter should more time seemed like a good solution.
- Brianna discussed the WALE logo. It will be the WLA logo with the WALE name under it. Theresa has it and will send it out. WALE will continue to have a Conference Logo each year, however.
- Brianna announced that there will be an ad in the next issue of ALKI on the WALE Conference. This issue will also have a “return to Chelan” by Lynn King, which everyone was excited about!

Sub-Committee Report

- **Programming/Speakers:** Lisa, Jennifer and Danielle reported they have not received any proposals yet on google docs yet. But they are aware of interest and will be attending WALT meeting for hopeful that they will get some proposals soon. Danielle mentioned that she thought there may have been a couple on google docs, but she wasn't sure. (Kate later followed up and there were two proposals!)
- **Local Arrangements:** Brianna gave an update as per Georgette's email on the poker walk. She is seeking approval from the city first and hopes to schedule the walk between 5:00 and 6:00 p.m.
- **Exhibitors/Vendors/Sponsorship:** Brianna has not heard from Laura, but has taken her off the email list so not to overwhelm her with WALE mail. Brian has been briefed on her situation also. A list of possible vendors, exhibitors and sponsors were reviewed and will be contacted by the committee. A discussion followed. The guideline for vendors ranged from \$100-\$300+. The table fee for vendors \$125 and electricity is an additional \$15: with set all day Tuesday.
- **Meals/Registration:** Gina Rice reviewed the meal & break options on the spreadsheet. She noted that we must meet our conference contract with Campbell's Resort, while trying to keep our costs at a minimum. A discussion followed. Comments on including vegetarian, gluten-free and allergy options would be good

options. Kate pointed out that if WLA is handling the registration process, this will be included. Everyone concurred that Gina's selections were good and thanked her for her efforts. Gina said there was an optional bar with dinner, but it would be a \$50 minimum. Everyone was in agreement that it would ok to proceed with it.

- **WALE Communications:** Cindy said the WALE Newsletter will be ready by June 19 or 20. It will include a bio on Gina rice, which is almost complete as well.

Brianna thanked everyone for their efforts for a great meeting. With no further business, the meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Peggy Bryan
WALE IG Secretary