

# OASL/WLMA Joint Conference 2008



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## Agenda 2008 Joint Conference Steering Committee June 21, 2008

### **PRESENT:**

Elaine Twogood,  
Linda Collins  
Mary McClintock  
Linda Ague  
Kay Evey,  
Carol Mackey,  
Jim Hayden,  
Deanna Draper,  
JoAnn Klassen,  
Betty Krause,  
Eileen Andersen

Sheryl Steinke  
Allen Kopf  
Sue Kelsey  
Jone McCulloch

Guest: Merrie Olsen OASL President

### **ABSENT:**

Deb Wheelbarger

Sarah Applegate  
Marianne Hunter

Connie Pappas

### **9:30 Meeting called to order.**

There was a discussion about the conference center and logistics for hospitality and speaker reception with maps given out. Only those people that need to walk through will do so at the end of the meeting.

### **Conference Center Walk-through**

Those that need to do so will do this at the end of the business meeting.

### **Minutes 8/2007**

Acceptance of minutes was moved and seconded. They were accepted as written.

### **Treasurer's report**

Registrations are coming in and we are beginning to make money. There was no formal report at this time.

## **Committee Reports**

### **Program Chair**

- Volunteer Coordinator: could 1 committee member solicit all volunteers for the conference?

Recommended that only one person solicit for volunteering for the conference. Linda has taken on this responsibility.

- Wireless sponsor

Conference center costs, vendor solicitation requested for funding to raise money to offset the costs. There is a \$10 cost per individual that they will have to incur if they want it. Decision was made that the cost would be absorbed for each of the rooms and for registration.

- Printing responsibilities/Program

Elaine will handle printing of program. All information needs to be to Elaine by August 15<sup>th</sup> and final by September 1<sup>st</sup>, 2008.

- Buttons to identify committee at the conference.

They will be made in-house. College credit has been arranged from PSU and Antioch College.

### **Major Speakers**

McCourt promotion

The new photograph was sent to everyone for promotion. Promotion and publication for the McCourt speaker needs to take place in the next few months. Publications for the newspapers and bookstores will be taken on by Carol Mackey. The banquet can accommodate 1560 participants.

### **Authors**

The chairs were not present so discussion was tabled at this time.

### **Extended Sessions/Pre-Conference**

minimum numbers for accepting extended sessions

The discussion was about when and how the extended session would be cancelled if there were not enough participants. Deanna will work on that and the cancellation of contracts so we will not have to pay the people for the session, 30 days notice needs to be given (September 8<sup>th</sup>). Teresa Bateman is doing book repair session. She would like to purchase book repair kits. Honorarium or reimbursement will be given to her for presentation.

### **Concurrent Sessions**

concurrent session "fixes"

Sessions are full with additional sessions waiting in the wings, this is good news. The matrix has been put together and there are a few that will be given a gentle notification that the session was not chosen.

### **11:00 Break**

### **Exhibits**

exhibits report

Booths that have been sold are crossed out on the map, 43 booths. Allan will be emailing and calling to solicit additional booth spaces.

area needed for book sales

Booth 102, 103, 104 and 105 will be used by Powell's for book sales.

area needed for autographing

The table space to the right on the map will be used for autographing.

Total of approximately \$18,000 has come in for the exhibits so far. Names of booth will be changed on the web as soon as they have assigned the booth for other exhibitors to choose the booth in the future. Janet Setness ([jsetness@comcast.net](mailto:jsetness@comcast.net)) will co-chair exhibits with Alan after July 1<sup>st</sup>. Google (from The Dalles) and Yahoo will be approached for booths and promotional materials. Advertising and sponsors will be able to buy space in the program. Full page \$250, half page \$100, business card \$50. Number of projectors to be asked of the exhibitor for the concurrent sessions from Troxell is still unknown.

### **Webmaster**

Are there forms from any of the college credit that need to be online. Conference program needs to be in pdf format for the web. Link to Powell's for the online orders needs to be put up on the web so that members Handouts for presenters will be put with a link on the web. Encourage presenters to post handouts by October 1<sup>st</sup> for the conference. Handouts will be kept on the website until the website is removed (March 1, 2009)

### **12:00 Lunch at hotel**

### **Registration**

how to do badges, meals, etc for presenters

Registrations: 55 at this time. Presenters that are paid and need the badge and meals have a specific form to register these people. (Contract)

WLMA awards and scholarships will be taken care of by Linda Collins.

Conference Committee code

Registration for 2 days conference committee will be waived. Extended sessions and meals need to be paid by committee members.

### **Publicity**

Not available at this time.

### **Local Arrangements**

### **AV/Equipment**

equipment needs

- meals – special sessions
- extended sessions
- concurrent sessions

Deanna will give Elaine some names to help with the equipment needs.

### **Hospitality**

Table decoration prototype was displayed. Welcome bags for authors. Concurrent session hospitality gift, mugs with extra things in it was brought up as the gift.

### **Sales (Book/Promotional)**

Powell's preorder forms will be posted soon. The list of authors and award lists were looked at and those lists will be sent on to Powell's.

### **Signage**

VIP suite, registration, each room, grid, easels, map, these signs will be available. The meals, the luncheons, special events will have signs.

### **Social**

Receptions, activities in area, list of things around town from Powell's. Downtown walking map, 33<sup>rd</sup> Street and Klickitat park for Beverly Cleary bronzes.

**Evaluation**

Prototype of evaluation form was looked at and decision about online evaluation was discussed.

Sessions you would recommend for future conferences. No concurrent sessions evaluations will be done this conference. Incentive for filling out the form was discussed.

**Hosts**

Hosts will be assigned ahead of time if possible. Linda is in charge of volunteers for all of the sessions and other conference needs

**Next meeting is August 9<sup>th</sup>, 2008, Saturday at the Doubletree Hotel, Lloyd Center in Portland.**

**September 13, 2008.**

**Meeting was adjourned .at 3:00 pm**

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