

WAAL Board Meeting Minutes
Tuesday, March 23, 2021
8:30AM -10AM
Teleconference via Microsoft Teams

Present: Sarah Bakken (WAAL Secretary), Michael Doylen (acting past chair), Maureen Olle-Lajoie (Chair), Shauna Edson, (ACRL Representative), Elisabeth Kaune (Conference Chair), Kate Otto (Conference Vice-Chair)

- I. Call to order 8:32
- II. Approve minutes of October 28, 2020 meeting
 - a. Michael call to motion; Sarah second; approved by all
- III. Chair's report
 - a. Committee needs to find a new vice chair and hoping to recruit new co-chairs for next year conference
 1. **Action Item:** Everyone ask around for potential volunteers
 - b. Michael Updates as WAAL representative. on WLA board
 1. Plumer is stepping down; Decision was made to recruit the position.
 2. WLA Board is focusing on working on member engagement to do virtually.
- IV. 2021 Conference report
 - a. Draft of detailed schedule shared with committee to review for meeting
 - b. Michael suggests having a WAAL Chair be present & speak at opening kickoff
 - c. Maureen brings up the need to add in a membership meeting; discussed convenience of having during the conference to get more attendance while members are already engaged.
 1. Maureen seeks suggestions for membership meeting content; Otto suggests having the content be more open seeking feedback on what they would like to see in WAAL.
 2. Shauna suggests having the meeting be 30 minutes long offered during the lunch break (11:45pm-1pm) on day 1 of the conference; time suggested for schedule: 12pm-12:30pm for WAAL member meeting.
 1. **Action Item:** Maureen will check policies on membership meeting requirements.
 2. **Action Item:** Liz, Kate, and Maureen will meet to establish what final day closing remarks will look like.
 - d. Michael brings up need conference survey; conference committee is looking for past surveys for a model.
 1. **Action item:** Conference committee needs to create survey for conference.
 - e. Poster Presentations/ Lightning Talks: Michaels suggests splitting up poster presentations and lightning talks into two separate times (30 minutes) to make each work logistically for a virtual format.
 1. **Action item:** Committee to post final program schedule next week and work out logistics of poster presentations and lightning talks.
 - f. Kate asks if presenters pay the member rate for the conference, even if they are not a member.
 1. **Action Item:** Michael will follow up to check on this.

- g. Sponsors: Committee is developing further how to include sponsors into the events; committee is currently planning to include sponsors on slide before each breakout session.
 - 1. **Action item:** Committee will finalize these plans for promoting sponsors.
 - h. Technology for the conference: Catherine Clark is the tech. contact from the WLA board and is in contact. Hannah has been helpful in providing training for conference meeting products.
 - i. Posters: Professional and Student categories. Have given students who have won free membership in the past; have gift cards for winners.
 - 1. **Action Item:** Michael will check to see how free membership for student works in the budget.
- V. 2022 Conference planning
- a. Brookfield is still contracted for our site for the 2022 conference.
 - b. Considering dates:
 - 1. Past conference: 4/13-15 (W-F) -- Easter is 4/17 -- it was felt that this affected attendance in 2019 (-20%)
 - 2. Potential 2022 dates:
 - 1. 4/20-22 (W-F) -- Passover is 4/23
 - 2. 5/4-7 (W-Sa)
 - 3. 5/11-13 (W-Sa)
 - c. Committee agreed to move forward with 4/20-22 dates.
 - 1. **Action Item:** Maureen will email WLA and let them know.
- VI. Michael asks committee what other support they need; propose meeting 1 week before the conference to wrap up loose ends.
- VII. Next meeting: Tuesday, 4/20/21 from 8:30am-10am.
- VIII. Meeting adjourned at 9:56.