

WAAL Board Meeting Agenda
Monday, November 5, 2018
10:00am
Conference Call

Call to Order and Introductions

Meeting called to order by Andrew Prellwitz 10:07am.

Present: Andrew Prellwitz, Josh Hickman, Lee Wagner, Eric Jennings, Beth Kucera, Diana Shull, Laura Briskie, Laurie Swartwout

Absent: Jeff Brunner, Jill Markgraf, Robin Miller

Approval of minutes from the April 15, 2018 meeting

Lee Wagner moves to approve the minutes, Josh Hickman seconds. The motion passes unanimously.

Reports of the officers

1. Chair – Andrew Prellwitz
 - a. Michael Doylen, Director at UWM, is the Vice Chair for next year.
2. Vice Chair/Chair-Elect – Eric Jennings
 - a. Will discuss conference options in Old Business section of this meeting.
3. Past Chair – Laurie Swartwout
 - a. No updates. There is not much for past chair to do at the end of the year. Should the Past Chair have more tasks?
4. ACRL Liaison – Lee Wagner
 - a. In case anyone asks, Lee sent an email about ACRL to the WAAL listserv that appended “WAAL” to the subject line without her knowing that would happen. The subject line looked like the email was announcing an award, and it was not.
5. Member-at-Large – Josh Hickman
 - a. WLA membership overall is trending upwards as of September.
 - i. Josh is going to get numbers about WAAL specifically.
 - b. All three conferences before WLA in October exceeded budgeted net incomes.
 - c. Was unable to attend WLA. Still waiting on an update from the Board Meeting that happened there.
 - i. Beth says there were quite a few academic sessions.
 - d. Discussed potential combination of newsletters (WLA and WAAL) with Plumer and Plumer is willing to discuss further.
 - i. Did we already do this?
 - e. New website is in production. Looking for a call with MemberClicks staff to begin the migration. Hoping to have a Beta site up soon.

Committee Updates

1. WAAL Conference Committee – Beth Kucera
 - a. Keynote speakers are scheduled.
 - b. Thursday morning:
 - i. Breakfast will be open to all attendees
 - ii. WAAL Business Meeting will take place during this time
 - c. Thursday lunch will feature an improve group.
 - d. Thursday afternoon – Poster Sessions
 - i. Moving them from late afternoon to directly after lunch on Thursday.
 - ii. Lunch on Thursday will not include dessert and the poster sessions will feature desserts.
 - iii. Past conference survey responses indicated that attendees believed the previous schedule had meals and hors d'oeuvres too close together. This is an attempt to remedy that issue.
 - e. Friday morning
 - i. Yoga, early and free
 - ii. Archives service project with Greg Kocken from UW EC
 1. Hands-on service project
 2. Attendees need to register for this project when they register for the conference. Limited number of spots available
 3. This will be a multi-session event that runs from the first session Friday morning up to lunchtime.
 - f. No Friday breakfast option. Café in the hotel is available along with walkable sites nearby.
 - g. Considering eliminating the Friday afternoon break to move up Lightening Talks. A to-go snack will be offered instead if this plan goes forward.
 - h. Proposal deadline extended to this coming Wednesday, November 7th
 - i. Little Big Read
 - i. Now a separate breakout session with more structure, guided questions and coffee.
 - ii. The WAAL committee library school liaisons will be working as a team to lead the Little Big Read. This will be a way for them to gain some professional development and experience.
 - j. Evening event options are plenty: theater, trivia, comedy, Kubb event (game), etc. are among the options.
 - k. Board committee members appreciate the conference planning committee's willingness to try new things.
2. Information Literacy – Diana Shull
 - a. No updates until conference is closer
3. Professional Development – Jill Markgraf
 - a. Still looking for more members for her subcommittee. If you know anyone, please let Jill know.
4. Communications – Jeff Brunner
 - a. Absent

Old Business

1. WAAL Conference Format (Eric & Lee)
 - a. No for Beloit (active construction, maybe in the future), no for Gateway, no for Whitewater (active construction, yes in the future)
 - b. Eau Claire, Parkside, Ripon all possible options.
 - c. Eric believes this is worth pursuing further.
 - d. Requirements from Brigitte's RFP are confusing.
 - i. "No meeting room fees or advance deposits" however, the Eau Claire conference contract has listed room fees.
 - ii. What do we pay for?
 - e. Changing the time of year should not be a surprise to members and attendees.
 - f. 2014 Member Survey
 - i. Located under WAAL division in 2014 in the Dropbox.
 - ii. Majority of respondents preferred summer for general professional development activities (62% first choice is summer).
 - g. Another option: switching between resorts/hotels and campuses.
 - i. Resorts may be pricier in the summer though
 - h. Board agreement that we should continue pursuing as long as members and attendees know well ahead of time whether the conference will be in April or during the summer.
 - i. When is the latest we can choose a location (hotel vs. campus)? Laurie says we don't normally book two years in advance. 2020 is already in place.
 - i. Ask Brigitte when we have to have 2021 chosen by.
 - j. The Plan: Eric and Laurie will work on a survey to send to members and conference attendees.
 - i. Finish survey for board review by the end of 2018.
 - ii. Send survey to members mid-January 2019.
2. Review of WAAL section of the WLA Policies & Procedures
 - a. No questions from committee members.
 - b. Andrew Prellwitz moves to make the proposed changes that are marked in green. Josh Hickman seconds. The motion passes unanimously.

New Business

3. None.

Next Meeting – Eric will send out a poll for our next meeting, which will be sometime in January.

Adjourned at 10:45am.