

WAAL Board Meeting Minutes
Wednesday, August 10, 2022
10:00AM- 11:00AM
Teleconference via Microsoft Teams

Present: Sarah Bakken (Secretary), Liz Kaune (Acting Chair) Nicole Breed (Conference Committee Chair/ Vice Chair) ; Cathryn Miller (WLA liaison); Shauna Edson (ACRL Representative)

Call to order at 10:05

- I. Approve Meeting Minutes from June 28th
 - a. Fix Shauna's title
 - b. Motion to approve Nicole; Seconded by Shauna; Approved; None Opposed

- II. Green Bay Event
 - a. Sarah presented schedule options for the day. Group decided to opt for an introduction activity and tour in the morning before lunch followed by the presentation, networking activity (birds of a feather), and optional happy hour at Black Sheep pub and Grill
 - b. Group agreed cost would be \$10 for members to cover lunch expenses and \$25 for non-members.
 - c. Board members will help lead the networking event in the afternoon and assist with registration
 - i. **Action Item: Sarah will look into options for providing coffee/tea and a snack upon arrival**
 - d. Group decided to not cap registrations to encourage attendance and to offer the virtual option of the presentation for WLA members at no cost.
 - i. **Action Item: Sarah will confirm a "back up" space outside the library on campus in the event the library space does not have the capacity for the program.**
 - e. Sarah shared description of event and other information needed for event registration. Group went over and made changes together. Sarah suggested we create a Microsoft Team to make collaboration with files easier as we do more events regularly.
 - i. **Action Item: Liz will connect with Laura Sauser to get registration moving forward for the event. Liz will create a "team" for the WAAL board.**
 - f. To promote the event, the group will try and reach out to consorital groups, and potentially non WLA folks to encourage new membership. Shauna recommended the following groups from WAAL conference experience to contact to promote the event:
 - i. graduate programs (UW Milwaukee & UW Madison)
 - ii. Wisconsin Association of Independent Colleges and Universities (WAICU)
 - iii. Southeastern Wisconsin information technology exchange (SWITCH)
 - iv. WI Technical College System
 - v. CUWL

- III. Virtual Webinar on burnout- Shauna
 - a. There was not enough time and bandwidth to get the webinar going for August as planned. This is something that will be led by Shauna. Group had emailed resources to use for the event since the last meeting. **Action Item: Liz will reshare resources and it will be rescheduled for October.**

- IV. WAAL Organizational Manual- Cathryn
 - a. Board was asked to revisit the WAAL portion of the manual and review for changes and to make sure we are meeting requirements.
 - b. Group looked over briefly together and decided to look over asynchronously and make comments in the document to discuss for next meeting.
 - c. **Item: Liz will add document to WAAL Team**

- V. Next Meeting
 - a. Group opted to select one day to regularly meet a month as needed.
 - i. **Action Item: Liz will set up reoccurring meetings for this.**

Meeting Adjourned 10:59 pm