

WLA Support Staff and Circulation Services Section

Board Meeting Minutes

Thursday, May 4, 2017

10:00 a.m. – 11:00 a.m.

Conference Call - Phone

I. Call to order

- The meeting was called to order at 10:15 a.m.

II. Roll call

- Present: Chris Raulusonis, Kelly TerKeurst, Crystal Schmidt, Michelle Dennis, Nic Ashman, Sam Vogel
- Excused: Jennifer Williams, Brendan Faherty

III. Approval of minutes from last meeting

- The minutes were approved.

IV. Open Issues

- 2017 SSCS Conference – There were already 34 people registered as of 5/4!
 - Room Monitors
A Room Monitor should help the speakers with technology, introduce them if they would like to be introduced and also take a count of how many people attended that session. Take a look at the schedule for the conference and let Kelly know which sessions you would like to attend. This will help figure out who will be a room monitor in each session.
 - Confirmation from presenters – We have received confirmations from all presenters!
 - Duties list
Chris is taking care of the signage for the rooms. The bigger room is the Lodge Room and the smaller room is the Club Room. Michelle will bring 2 easels, 2 laptops and a cooler. Chris & Jennifer are also bringing coolers.
 - Last minute details
Beauty & the Bean is our caterer. Let Kelly know if you have a floral arrangement that you could bring to the conference. Otherwise, she will order something from a local florist.
Kelly, Chris, Michelle, Nic & Sam will be at the Fort Atkinson Club on Wednesday, May 24, 5:00-6:30 p.m. to set up for the conference. We get into the club at 7:30 a.m. on the 25th.

V. Adjournment

- The meeting was adjourned at 11:07 a.m.