TEP Standing Conference Committee
Wednesday, June 11, 2025 (recording)
11 a.m. ET / 10 a.m. CT / 8 a.m. PT

https://us06web.zoom.us/j/81394707323?pwd=EN2Us452pruqfQraDLaJDzTuAQO4ot.1 Meeting ID: 813 9470 7323 Passcode: 278336 Standing Conference wiki page 2025 Conference Folder - Planning Sheet 2025 Conference Website 2026 Conference Folder	**Present** ● Ruth Frasur Davis ● Katie Greenleaf Martin ● Gina Monti ● Jennifer Weston 2026 Conference Local Arrangements Committee in attendance ● Val Ita (KCLS) ● Lauren Yockman (KCLS) **Absent** ● Rogan Hamby ● Debbie Luchenbill ● Chris Sharp ● Jessica Woolford ● BJ Colvin (KCLS)

1. Introductions/Roll Call
2. Agenda Review
3. Updates
    a. 2025 Conference Wrap-Up [EG Planning Online Conf 2025 Timeline]
        i. General Review / Analysis
            1. Platform - see Gina's notes
                a. Smooth! Very few issues connecting
                b. Exhibit hall was good - easy to access
                c. Consider special needs for Social Hour
                d. Announcements / Email communication was embedded
                e. Cap on Admin accounts, used for moderators but # is limited
                f. Reminder: yearly subscription, confirmed
                    i. $4,500 line item in conference budget
                    ii. Limit # of attendees - confirm - but can use for Hackfest
                    iii. Expires in October
                    iv. Recommend keeping it as a yearly subscription
            2. Programs
                a. Well received; solid diversity;
                b. Always considering ways to reach more audiences
                c. Excellent pre-conference content on different subjects this year
            3. Schedule
                a. Time between sessions questioned (need more?) - monitor survey
            4. Attendance
                a. Unedited registration counts (will include a few duplicates for sponsors and such): 293 regular conference, 104 hackfest, 101 preconference

ii. Website Updates
1. Slides posted to Program Descriptions page
2. Videorecordings available on YouTube
a. Rogan / Outreach posted to YouTube
b. Are we going to also post individual videos to website?
c. New plugin on Website links to the videos: https://evergreen-ils.org/video/

iii. Next *(update Action Items below)*
1. Report to TEP Board (next meeting July 17)
a. Financial - revenue, expenses, surplus/deficit
b. Confirm Attendance
c. Recommend finalizing report to board by July meeting
2. Feedback / Survey – send after close of conference
a. Debbie will review history of tools used and update for this year - pass this to Ruth (as of 6/11 mtg)
b. RingCentral capability to send out survey? Gina confirmed - we can send an announcement email with link to a google survey
c. Discussed survey content & schedule

b. TEP Board (Katie)
i. TEP has signed contract with Hyatt Regency Lake Washington at Seattle's Southport for room rentals, food and beverage, and hotel block
ii. MoU with KCLS - Status: signed by KCLS; just awaiting board signature
iii. Announced 2026 location, dates, & hotel info at 2025 conference
1. Link for hotel reservations: https://www.hyatt.com/en-US/group-booking/SEARL/G-EVE1

c. 2026 Conference [2026 Evergreen International Conference - KCLS]
i. Local Arrangements Committee/TEP update
1. AV Contract with Hyatt Regency
2. Next *(update Action Items below)*

d. Other

4. Action Items

a. 2025 online conference wrap-up
i. After Conference Activities
- [x] ~~Ruth: Copy 2024 survey to use as starting point this year, update as needed, and send to committee to review; anticipate few (if any) changes to content to maintain treadlines~~
a. Survey Draft
i. Ready: 2025 survey draft and survey folder
b. Review Dates
i. Deadline to respond: July 3
ii. Review at next SCC mtg: July 9
iii. Include results in report to board for mtg on: July 17
- [ ] Gina: Send out survey, when ready, via RingCentral announcements
- [ ] Gina: Provide final registration counts – can we break down numbers to exclude vendors; can we count registered vs attended?

- [ ] Gina: Ask about captioning files that can be added to YouTube
- [ ] Gina: Provide feedback to RingCentral - include note about suggested functionality to be able to share sounds
- [ ] Jennifer: Meet with Katie/Gina to learn more about RingCentral contract and terms
- [ ] Jennifer or Ruth: check with Outreach on status of breaking out individual videos (Note - Rogan is out week of 6/16)
- [ ] Jennifer: start draft of report to share with committee

b. 2026 conference planning
    i. Next KCLS LAC meeting is Jun 17, 2025 at 9 a.m. PT, 11 a.m. CT, 12 p.m. ET
    ii. Draft prospectus - initial starting document in progress
    iii. Graphics: [theme and logo]
        1. ~~Share version in vector format~~
        2. ~~Ruth will create subfolder for 2026 graphics~~
    iv. Save the date announcement
    v. Schedule
        1. Jennifer & Ruth will work on draft schedule / checklist
    vi. Budget
        1. Jennifer will add to agenda for KCLS LAC meeting next week
    vii. Subcommittees (Katie & Jennifer to meet to discuss)
        1. Subcommittee Activities
            a. Marketing
                i. Promo Video
            b. New Website Design
                i. Melissa, web designer, added to local team
                ii. Confirm “ownership” of website - TEP or KCLS?
                    1. Consider archival needs & duration of support
                    2. Would need analogous page(s) on evergreen site to push people to 2026 site created by KCLS
                    3. Retain standard links to components and required content – policies, etc.
                    4. Coordinate with efforts to document and create practices for providing access to edit the website (Galen leading this effort)
            c. Sponsor Recruitment
            d. Programming
                i. Outline for Beginner’s Track

5. Announcements
    a. Next meeting
        i. Wednesday, July 9 at 8 a.m. PT, 10 a.m. CT, 11 a.m. ET

6. Adjournment