

Oregon Reference Summit Planning Meeting

November 16 2018

In attendance: Tamara, Sarah, Aja, Claire, Art, Natalie, Sue, Lori, Katie, Robin

SUBJECT	PREVIOUS ACTION ITEM(S) (from last meeting)	DISCUSSION	NEW ACTION ITEM(S) (to complete by next meeting)
Planning team	<p>All: choose a role [DONE]</p> <p>Tamara: put out call for more members [DONE]</p>	<p>Drive</p> <ul style="list-style-type: none"> ● Folders/structure ● Please document 	
Venue	<p>Lori: Book venue [DONE]</p>	<p>Didn't get last year's venue, but got Alumni Center next door. Only challenge might be that registration is going to be in side lobby, rather than front.</p> <p>Use same caterer as last year because got good ratings.</p> <p>Hotel - use Hilton Garden Inn next to campus, book 25 (mix of single, king, double queen), no breakfast (because provided at event).</p> <p>State Library will sign any and all contracts.</p>	<p>Aja: Book block of hotel rooms by end of Feb</p> <p>Natalie: Book caterer and hotel social room (University Club) by end of Feb</p>
Program	<p>Sue: Work on speaker for welcome session (during breakfast)</p>	<p>Discuss program ideas (see Future Ideas doc, based on evals from last year's event) and schedule (see options created last year)</p>	<p>All: Add ideas to the program brainstorming doc by Dec 7.</p>

		<ul style="list-style-type: none"> - Roundtables with facilitator at each table (in ballroom?) - Welcome session with speaker during breakfast (9-9:30) - Theme: tools and resources for serving our users - Showcase of ready reference resources; what are your top three? - What are your best stories? - Art of the referral - Specialized reference - Morning speaker <ul style="list-style-type: none"> - Mike Caulfield (WSU Vancouver; networked learning; web literacy book) - Leslie Howerton (Nike/special libraries) <p>Lighting talks: 10-12 min</p> <p>Sessions: 45-55 min</p> <p>Interactive sessions desired</p> <p>Call for proposals: Jan 14 - Feb 12?</p>	<p>Sue: After Dec. 7, book a morning speaker by Dec 31 (if possible)</p> <p>Claire: After Dec. 7, create program outline and draft call for proposals by Dec 31</p>
Communications			Sarah: create webpage and send out "Save the Date" by Dec 10
Wrap-Up		Next meeting?	Jan