



Fourth Quarter Report  
NDLA Board Meeting  
October 4, 2017

**July 2017:**

Attended the quarterly NDLA Board meeting via Zoom on July 13, 2017.

Held the monthly Conference Planning Committee meeting via Zoom on July 14, 2017 and sent out meeting notes and action items list.

Reviewed and voted to approve the Treasurer's end of second quarter financial reports.

Wrote and submitted articles about the conference for the August edition of The Good Stuff.

Created and revised the conference registration form.

Responded to various questions regarding the upcoming conference.

Worked on session layout and tracks for the conference program.

Worked with Donna James regarding CEU's for the conference.

Made hotel arrangements for pre-conference speaker John Spears and keynote speaker V.J. Smith.

Sent proposed conference session schedule within tracks to presenters to verify details and edited the document accordingly.

Sent out email reminders to the NDLA listserv regarding early bird conference registration and pre-conferences.

**August 2017:**

Created and distributed a rough draft of the conference schedule and session descriptions to NDLA membership and asked Bryan to post it to the conference web page.

Researched the Canoe Kudos award pins for potential reordering and forwarded that information to President Lesley Allan for further discussion among the NDLA Board.

Responded to various questions regarding the upcoming conference.

Worked on the conference program.

Sent out a call for conference photographers and Twitter and Facebook overseers.

## September 2017:

Held the monthly Conference Planning Committee meeting via Zoom on September 15, 2017. There was much discussion regarding conference food and other details.

Received notification that the 2017 NDLA Conference was awarded a \$500 grant from the Greater Grand Forks Convention and Visitor's Bureau.

Met with Nicole Blair from the Greater Grand Forks Convention and Visitor's Bureau to discuss what free services they will be able to provide for our conference. They have agreed to:

- Provide 200 visitor bags with local coupons and swag for attendees
- Provide and print all conference name badges and lanyards
- Provide one CVB staff member to assist at the registration desk for two hours on Thursday, October 5
- Provide 6 deluxe gift baskets for speakers and a grab bag for the silent auction
- Create and print 10 posters on foam board for meeting rooms, speakers, and special events

Worked with Webmaster Bryan Donarski on a couple tweaks to the conference web page.

Arranged for City Council President Dana Sande to give the conference welcoming address and to perform the ribbon cutting for the conference exhibits.

Asked GFPL's IT staff, David Haney and Bryan Donarski, to work with the Alerus Center on technology for the conference.

Sent the final version of the 2017 Conference Program to Office Depot for printing.

Ordered the award plaques from Border States Trophy in Grand Forks and picked up.

Participated in discussions regarding the conference auctions, touched base with Jeff Julian from ALA's Public Awareness Office, discussed student rates for conference and answered lots of questions about the conference.

Sent attendee names to GGFCVB on Sept 20<sup>th</sup> and 27<sup>th</sup> for printing.

Created, edited, printed and folded the Awards Banquet program.

Held the final Conference Planning Committee meeting via Zoom on September 27, 2017. What a terrific group!

Distributed conference go-to/help cell phone numbers to critical conference planning members.

Worked on banquet room/exhibits/silent auction layout.

Sent information regarding Representative Corey Mock to the NDLA Legislative Committee for the Library Champions Award.

Created and printed conference evaluation forms.

## **October 2017:**

Set up Zoom meetings for both of the NDLA Board meetings, the NDLA Membership/Business meeting, and the HSIS Business meeting and forwarded the links to the NDLA membership.

Responded to numerous questions regarding the upcoming conference.

Voted to validate and approve the 2017 NDLA election results as submitted by the Nominations, Elections & Voting Chair Mary Lorenz.

Participated in an email discussion regarding the importance of NDLA section and roundtable reports.

Attended my final NDLA Board meeting on October 4, 2017 and gave an update on the conference details.

Had Friendliest Booth and Notable Documents plaques engraved with winner information and mailed to the award winners.

Submitted the paperwork for the GGFCVB to release the grant funds to NDLA.

Gave the plaques for the 2017 Flicker Tale Awards to Aaron Stefanich who will work with Amber Emery to decide where to store them until next year, when it is hoped one or more of the authors will be able to attend the conference.

Arranged Conference Planning Committee Debriefing meeting via Zoom for October 25, 2017 at 5:00 pm.

Sent thank you to City Council President Dana Sande for his warm welcoming address.

Sent conference wrap up article and photos to Marlene Anderson for inclusion in the December issue of The Good Stuff.

Respectfully submitted,

Wendy Wendt  
NDLA Past-President