7/27/2020: AkLA-A meeting minutes/notes

Purpose: Initial 2021 AkLA Conference Planning Session

Attendees: Lorelei Sterling (Past-President), Stacia McGourty (VP), Meneka Thiru (Treasurer), Jodi Jacques (Secretary), Rebecca Moorman (AkLA Conference Chair)

Stacia started the meeting at 6:09pm

The group discussed and decided that due to COVID-19, holding a virtual conference in the first half of 2021 was the best plan. Any conversations, reservations, or down payments made for physical locations in Anchorage should be resolved asap.

The group discussed what committee chairs would be needed for a virtual conference, below are first thoughts – this topic to be reviewed at next meeting:

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<tr>
<th>Yes</th>
<th>No</th>
<th>Maybe</th>
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<tbody>
<tr>
<td>Evaluation</td>
<td>Hotels</td>
<td>Entertainment*</td>
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<td>Exhibits/Vendors*</td>
<td>Meals</td>
<td>Printing*</td>
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<td>Programming*</td>
<td>Photography</td>
<td>Silent Auction*</td>
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<td>Registration</td>
<td>Tours &amp; Transportation</td>
<td>Fundraising*</td>
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<td>Speaker Coordinator*</td>
<td>Travel</td>
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<td>Technology*</td>
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<td>Treasurer</td>
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<td>Web*</td>
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*Notes the differences in role in a virtual conference:

- Entertainment – a Zoom Interlibrary Lush, for example
- Exhibits/Vendors – tbd
- Fundraising – a read-a-thon, for example
- Printing – this role could be renamed “Promotions”: develop a logo, a pdf of the conference program, marketing the conference to membership, merchandise, etc.
- Programming – this will likely be one of the larger roles, including coordinating tech moderators for each program, possibly absorb/include Speaker Coordinator
- Silent Auction – possible via an online platform
- Speaker Coordinator – speaker contracts, maybe this role will move under Programming?
- Technology – support several platforms, coordinate with Programming chair
- Web – Conference interface

There was discussion on sessions: it was discussed that different platforms may be used for different sessions (Zoom for speakers, maybe another platform for panels, etc.) and that some sessions could be recorded ahead of time, like at ALA’s Virtual Conference in June.

Next meeting to fill conference chair positions: **Wednesday, Aug. 12 at 6:30pm via Zoom.** Lorelei to send Zoom invite AkLA @large 😊

Meeting concluded about 6:45pm
Resources about holding a virtual conference:

ALA held a webinar early in July about holding virtual conferences, a recording link is below, the password is: 9Y!T^0T.

Recording Topic
Chapter Management Exchange: Planning Virtual Chapter Conference and Other Virtual Events

Link:
https://ala-events.zoom.us/rec/share/5cZeLuzTgEhJe42Q8UD4UacnAMfveaa803RK-vNczR3bPzesn5_89MXjkemsRVHC?startTime=1594843147000

Supporting doc:

Chapter Management Exchange: Planning Virtual Chapter Conference and Other Virtual Events Resources Page

ACS closed captioning company: - https://www.acscaptions.com/

Google Drive with Association Resources:
https://drive.google.com/drive/u/1/folders/1XqmjdNiZQS4REd3OBlahlqMX9L7wH0NT

North Carolina Library Association Virtual Conference link to slides: go.uncg.edu/ncla_uncancelled

WLA's Sponsors and Exhibitors page: https://www.wla.org/2020-wla-sponsors-exhibitors

Our session at a glance is here: https://www.wla.org/2020-wla-sessions-at-a-glance