

INCOL – Continuing Education Committee – Meeting Minutes

Date: September 20, 2007

Location: Argonne Library (Spokane County)

Chair: Rebecca Melton

Recorder: Nancy Coffey

Members Present: Larry Almeida (*Kootenai-Shoshone*), Peggy Bryan (*Whitman Co.*), Cheryl Christiansen (*Coeur d'Alene*), Nancy Coffey (*Spokane Comm. College*), Jim DeMoss (*North Idaho College*), Paul Eichenberg (*Spokane Co.*), Kelly Jenks (*Gonzaga*), Rebecca Melton (*Post Falls*), Tami Robinson (*Whitworth*), Paula Swan (*Spokane Falls Comm. College*), Pam Thompson (*Pend Oreille Co.*), Mary Wood (*ICNE*).

Call to Order

Approval of Minutes from 5/15/07 meeting

Greetings/Introductions

- **New Members:** No new members present.
- **Updated Roster:** was passed around for everyone to initial and/or make corrections

Fall workshop concerns

The workshop is scheduled for **Friday, November 16, 2007** at the new **Coeur d'Alene Public Library**.

- **Narrowing topic**

- The Committee agreed on **Michael Porter's** suggested topic of "The Electronic Presence and Outreach." **Jim DeMoss** will send Michael a copy of the dvd from the spring workshop so that he can see what was covered there and avoid too much duplication. Jim will also send the files to Jonathan Potter (EWU) to arrange to have them posted as streaming video on the INCOL website.
- Questions for Michael to consider addressing:
 - What is Outreach?
 - How does a library identify the groups they need to reach out to and how best to reach them electronically?
 - *Additional questions can be forwarded to Rebecca.*

- **One session or two**

Although some concern over attendance for the afternoon session was generally acknowledged, the Committee agreed that two sessions would be preferable. It was hoped that some attendees might see the afternoon session as an opportunity to make a weekend escape to Coeur d'Alene.

- **Library tour?**
Tours of the new Coeur d'Alene Public Library will be scheduled immediately following the morning session and preceding the afternoon session. Attendees will be asked to indicate on their registration forms whether they will be interested in taking the tour. This will allow Cd'A staff to plan for the number of tour guides needed.

- **Catering**
Tami Robinson will be working with the caterer, **Connie Stuckey**. Beyond the normal light breakfast and afternoon refreshments, Connie's brownies have been requested. For both sessions.

- **Other issues?**
 - The workshop schedule was set:

Morning session:	Registration	8:30-9:00
	Workshop	9:00-11:00
	Library tour	11:15-11:45

Lunch		
Afternoon session:	Library tour	12:45-1:15
	Registration	1:00-1:30
	Workshop	1:30-3:30

 - Registration will start on **October 16, 2007**. Registration deadline was set for **November 9, 2007**. **Tami** will handle registration.
 - Lisa Weirich will need to have the information at least one week prior to start of registration in order to post on the INCOL website. **Rebecca** was going to arrange for some biographical info and an abstract of the presentation to include on the website.
 - We need to have a contract with the speaker. **Jim** will forward some templates to **Rebecca** to use. INCOL will pay for the speaker's air transportation, 1 night stay, dinner and breakfast. These arrangements still need to be made.
 - **Tami** and **Rebecca** will escort Michael to lunch; they will be joined by a representative from Cd'A PL (director or ?).
 - We need to confirm with the speaker what kind of table setup he would prefer. **Cheryl** was going to check on the options. The committee generally preferred to have tables rather than theater-style.
 - **Rebecca** will let Michael know that if he sends us an electronic version of any handouts he wants to use, **Tami** can arrange to make a sufficient number of copies.
 - For any AV/computer needs, we will have Michael talk directly with Christopher at Cd'A PL.
 - Parking: it appears that parking may be tight for the afternoon session. **Cheryl** will check in to the options, and we will have some kind of information on the registration page.
 - Evaluations: **Corey Johnson** has agreed to handle the evaluations.

Spring workshop ideas/schedule?

- **Mary Neumann** had communicated to **Rebecca** that she had a strong lead for the Spring workshop. The committee had previously discussed wanting to do a workshop on service to teens. Mary has found a couple of presenters through YALSA who are located relatively close by. This is part of YALSA's Service to the Underserved program.
- The committee agreed that we wanted to look in **late April** or **early May** for our target date for the Spring Workshop.

Date/Time for Next Meeting:

Thursday, **January 24**, 2008, 10:00 a.m. at the **Argonne** Branch Library

Good of the order

Nancy reminded everyone that Spokane is Reading is gearing up. The book this year is Citizen Vince by Jess Walter.