

INCOL Continuing Education Committee Meeting 10/23/2015

In attendance: Lara Cummings, Tami Robinson, Carlie Hoffman, Renee Massicotte-Veneau, Katy Pike, and Dana Dalrymple

Fall workshop

- James LaRue's hotel and flight have been booked
- Lara will ask the CE committee members by email if anyone is available to pick Mr. LaRue up at his hotel and take him to the library
- lunch will be nearby Moran Prairie Library, possibly Twigs
 - o Lara, Tami, maybe Carlie, and maybe Melissa will go to lunch (Lara will ask Melissa)
- Jean will take Mr. LaRue back to the airport
- Carlie, Renee, and Lara will arrive at the library at 8am to set up the room
 - o Lara will contact Mr. LaRue to get more information on how we would like the room set up and will follow up with Carlie and Renee
- Tami will send registration counts daily to Carlie and Lara beginning on 11/6 or 11/9
 - o she will need a chair, table, and trash can
- Carlie will make signs for the doors to direct people to the meeting room entrance
- catering
 - o Lara will arrange to purchase food items for the morning and have delivery from Qdoba in the afternoon

Spring workshop

- Lara is trying to find dates that will work for us and Trevor Dawes
- dates that do not work well – March 25-28, April 5-9, April 27-29
- possible location of Post Falls Library

Follow up Fall workshop meeting

- will be in November or December
- Andrew Chanse, current INCOL chair, plans to attend to discuss INCOL and its role

Other

- Renee will ask the INCOL Treasurer for any files related to which libraries have sent staff to workshops over the past 10 years or so