



## **PNLA BOARD REPORTS**

OFFICER TITLE/COMMITTEE CHAIR : \_\_Past-President/Conference Chair\_\_\_\_\_

Reported By\_\_\_\_Gwendolyn Haley\_\_\_\_\_

Date: \_\_November 3, 2016\_\_\_\_\_

### **Progress/Successes Since Last Meeting:**

We are trying to get the bank accounts and signature cards squared away—but running into a couple of hiccups getting the documents sent around. Hopefully this will be squared away soon.

Conference Committee: (Met October 3, 2016)

### **Overview of the PNLA Conference Plans:**

- Dates: Aug. 2-4, 2017
- Location: Red Lion Templin's Resort, Post Falls ID
- We'll be planning for 4 simultaneous break-out sessions, Tentative Tracks: Academic, Public Libraries, School/Youth, Potpourri
- Committee recruited, including: Gwendolyn Haley, Jeannie Standal, Rebecca Melton, Karen Yother, Crystal Miller, Bette Ammon, David Townsend and Christopher Brannon

### **Conference theme:**

After discussing the camp-like setting of the conference venue on the Spokane River, the committee agreed that a theme of R&R (Renew and Reimagine) was the favorite. We thought it incorporated themes of personal and professional development. In addition to the workshops, we thought that adding some extra sessions and local "tours" that would allow attendees to explore personal development--Yoga, guided walks, etc.

### **Committee Assignments:**

Conference Chairs—Gwendolyn Haley and Jeannie Standal

Local Arrangements—Rebecca Melton

Registration—Crystal Miller

Program Committee—Bette Ammon

Technology: (SCLD will provide laptops and LCD projectors for the conference)

Silent Auction—Gwendolyn Haley

Vendors and Sponsors-- (Bette nominated David Townsend)

Working Calendar and Tentative Planning Budget Attached

### **New Issues:**

I am concerned that the handover from one treasurer to another has not gone smoothly, and we really need to have a better plan in place.

### **Board Action Requested:**

Approval of the working budget, fees and conference themes.

### **Other Comments:**

*\*Please attach your completed report and email it to PNLA secretary.*

Tentative Planning Budget  
2017 PNLA Annual Conference

**Revenue**

Conference Registrations	\$28,500.00
Vendor Registrations	\$4,000.00
Sponsorships	??
Corks and Cans	\$1,500.00
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Conference Income	\$32,500.00

**Expenses**

Meals/Meeting Space	\$10,000.00
Guest Room Charges (Speakers)	\$500.00
AV/Equipment	\$2,000.00
President's Reception	\$300.00
Program Printing	\$200.00
Corks and Cans	\$1,500.00
Speakers/Presenters/Entertainment	\$5,000.00
Travel Expenses (speakers)	\$1,000.00
Transportation	\$200.00
Misc. Supplies	\$500.00
Registration Costs	??
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	\$21,200.00

Registration Rates

Member Early Bird	Member Regular Rate
190	250

Non-Member Early Bird	Non Member Rate
220	270

## Planning Calendar

October/November:

- appoint Committee
- select theme and logo
- visit site
- set registration fees
- draft budget
- promote venue, dates, theme, keynote if known, at current conference
- call for session/speaker proposals
- keep Board informed
- obtain Board approval for theme, registration fees and budget

January/February:

- plan 4-6 sessions for each of 7 time slots
- develop speaker and equipment forms
- contact speakers, negotiate agreements and get the forms signed
- develop public relation plan
- begin fundraising
- first mailing to exhibitors
- arrange greetings, messages from local and state/provincial dignitaries

February:

- finalize speakers/sessions, etc
- plan social events, entertainment, tours, etc
- decide meals in broad terms (e.g. chicken or vegetarian)
- prepare registration brochure (AkLA needs for their conference in March)
- Local state or province Presidents should be invited to the conference by the PNLA President
- once the theme (and possibly the keynote speaker) is set. They should receive conference packets as well

March/April:

- mail registration brochures
- select equipment company if using one
- 2nd mailing to exhibitors
- select pipe-and-drape company if using one
- ensure all state/prov reps have extra brochures for their conferences

May:

- finalize contracts and pay deposits

June:

- finalize meal selections, other food and drinks
- draft attendee brochure
- deal with signage, ribbons

3-5 weeks before the Conference:

- finalize session rooms
- print attendee brochure
- put together conference kits
- assign meeters, greeters, buddies
- assign liaison/troubleshooting duties to specific people for each of venue, exhibits area, equipment person, speakers. Chair or designated liaison should be the only people to authorize changes, handle problems, special requests, etc.

Always:

- process registrations as received
- pay bills when due
- keep Board informed
- post changes, cancellations, etc to Web site as soon as known