

CALCON 2015 Planning Meeting Agenda
March 11, 2016

In Person: Steph Myers, Amanda Rewerts, Tammy Sayles, Tiah Frankish, Hana Zittel, Lauren Seegmiller

Phone: Megan Finney, Beth Dalton, Christine Schein, Brittany Dudek, Tina Walker, Stephen Sweeney, and Mickey Coalwell

Meeting called to order at 2:02 p.m.

2:00 - 2:15 **Welcome/Introductions**

2:15 - 2:40 **Updates**

- Keynotes – Megan reported that Stephen Bell is signed and ready to go. Working on signatures from Nicole Davies and Donna Sheeter. Hoping to have signed contracts next week.
- Julie Boucher Update – IFC Committee working on speaker, as soon as contract signed will announce
- Registration Opening – Amanda reported registration is open and ready for CAL members. Early Bird Loyalty is \$189.00 per member until June 1st. Amanda will send out group registration to Directors and School Libraries.
- Program Submissions – Tammy reported we received 159 submissions, 1 has withdrawn so 158 total submissions. Of those, 121 from CAL and 38 from MPLA. The submissions have been sent to the chapter chairs for their consideration and due back Friday, March 25th. Groups will meet online the week of April 18th to consider the rest, and a face to face to determine the final schedule will be the week of April 25th. Committee will approve the final schedule at May 13th meeting and then the full schedule can be announced.
- Marketing – Tina Information on the keynotes have gone out. Registration information has gone out. #MPLACALCON16 is the official hashtag for the conference.
- Vendor Game – Steph passed around a draft of the library card game piece (see attachment) that participants can have signed by the vendor.

2:40 – 2:55 **Conference App Discussion**

Steph reported that they met with Capira and will be sending out a preconference “5 Points on How to Use the App” prior to conference. We will be offering beacons and push notifications. Suggested pushes include CLEF Auction, when each division will be at the table in the vendor hall. Steph will also schedule a meeting with Capira to talk specifically about how to incorporate the survey into the app for each program and for the conference as a whole. Hana said she would be willing to attend this meeting as well. Steph will also check with Amy Hitchner to see if she might be available.

2:55 – 3:00

CALCON Cover Photo Contest - Steph

- Looking for a photo or artwork of the Front Range/Colorado
- The “prize” is that it goes on the cover of the program (see attachment) with acknowledgement
- The submissions will go to one social media site and I believe the consensus was Twitter or the CAL database Hana, Lauren, Megan, Tiah and Christine S. will work on this. The deadline for submissions is going to be June 1st.
- Steph to write up email blast and outline details for Hana and team by the end of March.

3:00 – 3:15

PLA

- CAL has a table next to registration to hand out Save the Date cards (see attached). Will offer a 10% discount if they register by April 30th. Will also offer a drawing for a free registration and membership (1 of each).
- Steph, Dana, Mickey, Elena, and Tammy will hand out prospectus to the vendors and encourage them to purchase a vendor booth.
- Tiah is going to do the same thing at ISTE, which is the school technology conference, if she can.
- Promote! Promote! Promote! 😊

3:15 – 3:30

Vendor and Sponsor Discussion

- Steph could not get any interest in vendor sponsorship for lunch on Thursday.
- Tammy and Katherine are going to obtain local restaurant information. Hopefully, prepare the restaurants for a crowd and seek out coupons, and group locations.
- Discussed hosting dine arounds for lunch on Thursday. Organize by type of restaurant and possibly use sign up genie.
- The goal for the vendor hall is 70 booths.

3:30 – 3:45

CLEF Auction

- Beers of Colorado will be the theme of the CALCON basket for the CLEF auction. All items can be brought to the CAL office. All committee members are encouraged to add something to the basket. Most brewers are supportive and likely to give beer and swag for free.

3:45 – 3:55

Poster Session Report

Nuala says – We will have 1, maybe 2 sessions, depending on submissions. One for technology and 1 for programming, again depending on submissions. Can take place one on Friday and one on Saturday.

The committee agreed they will be called Lightning Talks.

The committee decided each talk can be 3 minutes in length with 1 minute in between sessions to maintain fast pacing.

Participants can have no more than 5 slides.

A moderator will need to be assigned to the session to ensure all slides are loaded and

ready to go and to keep time.

The details and stipulations that Beth and Nuala developed are posted on Trello.

3:27 p.m.

Meeting Adjourned.

Next Meetings

- No meeting in April due to PLA (There IS an Executive Board meeting on April 15 at 4pm)
 - Next meeting is Friday May13 at 2PM
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