

# Virtual Reference Summit Planning

02/25/2022

In attendance: Sandra, Lori, Mark, Natalie, Jennifer, Joanna, Lee, Jessica, Meredith,
Join Zoom Meeting <a href="https://us02web.zoom.us/j/86126117803">https://us02web.zoom.us/j/86126117803</a>

SUBJECT	REVIEW BEFORE MEETING	DISCUSSION	ACTION ITEM(S)
Welcome Team and potential team members		Brief introduction about the ORS, Co Chair Introduction	Communicate with potential team members who could not attend the 2/25/22 meeting ie Rachel A, Eric A, and Laurin A.
New Members Introductions, Questions, etc.		New Members discussed expectations of becoming new team members. Shirley Roberts opted out of ORS but wants to offer her services for in person events i.e., registration and budgets.	Suggestion was made to reach out to library support staff for more complete library/reference voices and experiences.  Sandra will reach out to library support staff at PCC.
2022 program planning	See <a href="#">Proposals</a>	See proposals:  Currently 5 proposals/4 PrDiscussions: Dates: Due to the PLA we will have our first presenter in April. We have sufficient proposals for the Spring and Summer with presenters requesting June, July, and August. A Marshall OSU has put in two proposals.	Lori will follow up with people who sent in proposals to decide on dates/months  In March begin sending out emails to promote  Spring 2023 in person event. We can move forward with planning due to Covid Restrictions lifting... begin planning in August, September 2022?
Decide on regular monthly meeting schedule		Discussion	Team agrees with meeting times preferably 9am. The consensus is the 4 <sup>th</sup> Friday of the Month.

<b>Technical</b>	<b>Ask Joanna about the website information?</b>	<b>Joanna will send</b>	<b>Joanna sent a draft of the website manual after the ORS meeting.</b>  <b>Lori &amp; I reviewing manual</b>
<b>Wrap-up</b>		<b>New ideas moving forward. Possible</b>	<b>Condensing Forms, ( ie proposal duplicates)</b> <b>Updating information on list serves.</b>