

# Virtual Reference Summit Planning Meeting Notes:

09/23/2022

In attendance: Lori, Meredith, Jennifer, Laurin

Join Zoom Meeting Topic:

<https://multco-us.zoom.us/j/98578611271?pwd=cHZ2QUVjNXB5dnJpUG94b0ZqWmt5dz09>

SUBJECT	REVIEW BEFORE MEETING	DISCUSSION	ACTION ITEM(S)
Welcome Team			
August Program debrief			
October programs	<a href="#">Programs</a> <a href="#">Communication plan</a> <a href="#">Registrations</a>		All team will help with promotion. We already have 60 registrations! Meredith will host and Lori will be the tech moderator.
In person event planning	<a href="#">Planning outline from 2019</a>	<p>Decide Location/Venues/Dates</p> <p><b>Pertinent documents:</b>  <a href="#">Planning and Timeline for 2019 event</a></p> <p>In person event is on target for May 2023. Theme for the event: Mental Health Awareness Month (May1-31)</p> <p>Venue Suggestions: McMenamins Kennedy School-Lewis and Clark, Oregon Convention Center, Portland Community College Library SY.</p> <p>Cost prohibitive issues: Funding, Honorarium (1,000.00) food cost, technology cost, keep low cost registration last updated information \$1800.00 (LSTA)</p> <p>Other Funding options?</p>	Will continue with in person event planning next month

		<p>Jennifer will look into funding specifically for technology from the Reference Round Table.</p> <p>Sandra will contact vendors for lowest price range-services offered, i.e. McMenamins Kennedy School-Portland Community College Library SY.</p>	
<b>Wrap-up</b>			