

Virtual Reference Summit Planning Meeting Notes:

10/28/2022

In attendance: Lori, Lee, Mark, Laurin, Meredith
Join Zoom Meeting Topic: https://multco-us.zoom.us/j/95655058413?pwd=ZVpMZ3R5YkR3THJNK0VTaXQzZEhwUT09

SUBJECT	REVIEW BEFORE MEETING	DISCUSSION	ACTION ITEM(S)
Welcome Team			
October Program debrief			Went great. Over 30 participant. Meredith indicated that strong communication with the presenter helped make it a success. We had good feedback overall.
In person event planning	Planning outline from 2019	<p>Decide Location/Venues/Dates</p> <p>Pertinent documents: Planning and Timeline for 2019 event</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>	<p>We are at a point in the timeline where we would usually have a venue in place. We discussed the feasibility of having the in-person conference as well as the pros and cons of a hybrid conference that includes live streaming and participation. The cost of that could be prohibitive but we could potentially just record the programs for later viewing. Lori and Mark will follow up with ideas about cost of video/streaming/etc.</p> <p>We discussed the possibility of sticking with virtual programs. These have been successful and our audiences seem to appreciate the virtual option for accessibility, time, and “price”. We could add more robust options such as a program with multiple speakers/presentations that is more like a conference. We could also plan and implement lunch gatherings around the state where we get facilitators and attendees to some kind of venue/restaurant where they could discuss topics and network. Lori will send out a survey to the whole group to get</p>

		<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>	<p>feedback on next steps of either going with an in-person event or continuing virtually.</p>
Wrap-up			