

WRLF 2008
Final Committee Report Form

Committee Chair: *Donna R. Gillespie, Minidoka County Extension Educator
District III Area 4-H/Youth Development Educator*

Email address: *donna@uidaho.edu*
Phone: *(208) 436-7184*

Purpose of Committee: *Workshops*

Committee Size: *Really only one, I guess I am a control freak! When my co-chair left Extension is was just easier to continue on. My office secretary has been very helpful and I wouldn't have been able to do this without secretarial staff and excellent help from the rest of the committee.*

Budget: *\$200 was allotted; I am going to submit an additional \$400 of so if the committee makes money to replenish my county budget. These costs include postage for three mailings, big envelopes for the workshop packets, some copies and a couple of trips to Boise (mileage).*

Details, Timeline: *Workshop proposal forms were ready to take to WRLF in Arizona in 2007, they were due on June 1st. Presenters were contacted and workshops accepted or declined by July 31, AV requests sent out in October. Started e-mail contact with registration numbers 6 weeks before event (3 times). That's the basics; I have included many documents on the CD that I hope will be helpful for your workshop committee. A couple things not on this CD are the thank you card I intend to send to all the presenters, equipment providers, etc. Also, I will have a summary of all the workshop evaluations to share with the presenters and I will provide a copy for your committee so you can see what participants liked or disliked and suggestions to improve.*

Data relevant to committee charge (number registered; number of donors; number of meals, costs, etc. *We have 79 workshops and I think that is enough, some were limited because of presenter's requests but most were limited because of the room size. We had some big rooms but many were pretty small. We took some criticism that workshops filled up too quickly but I think we did as well as we could. The sewing room and computer room filled up first. Each had as many workshops as timed allowed and were limited to 20 participants. Doesn't sound like a large number but finding equipment to make them larger would be a tough assignment. Even those who registered late were able to find workshops that were still open, maybe not their first choice but quality workshops that I think anyone could learn from. We did our best with such an incredible registration list.*

Comments or recommendations;: If I had it to do over, I would.....*Well... I really don't know. I am very proud to be part of this great committee. Everyone worked hard and followed through on their assignments which made it a great group to work with. I have only attended two WRLFs but many Idaho State Leader Forums, both as a volunteer and a staff member. I have presented at about half and just went to enjoy at the others. I volunteered to chair this committee because I know the importance of a wide selection of workshops and the frustration of presenting when you didn't have all the information or things were confused. I sought ideas and suggestions from other committee members and peers and feel we really have put together a nice set of workshops for our WRLF. Boy, have I ever learned a lot. I would be very willing to help other states with this assignment. I have included many things on the CD but please call or email if I can help in anyway.*

Thanks and Good Luck,