

## WRLF 2008 Committee Status Report

Report date: *February 15, 2008*    Committee: *Workshops*

Prepared by: *Donna R. Gillespie*

Summary of tasks completed since last report:

*I met with Jeff Morgan on Jan 7<sup>th</sup> and provided him with a list of AV needs for workshops, I have updated it a couple of times. I have also been in contact with Greg Heim about room set up. I will finalize plans for the computer lab and sewing room this week while I am in Boise. Presenters were sent an updated workshop list that included date, time, room, AV requests and registration numbers on Jan 14<sup>th</sup> and Jan 31<sup>st</sup>, last update will go out on Feb 19<sup>th</sup>. Continue working with Dana to collect workshop resources. Addressing last minute requests and changes for workshops... not many.*

Tasks yet to be completed:

*Complete the workshop evaluation (it will be like the ones used at the last SLF) and work with the room host committee to make sure things are set up and ready to go including a check list for the room hosts (unless this is all ready done). Keep in close contact with Jeff and Greg on AV and room requests. Determine times to set up the computer lab (Thursday?) and sewing room (Wednesday?). Develop a plan to correlate and distribute evaluation results to presenters. Work with Claudia on some type of program to gather workshop presenter's refund requests and a time line to get them reimbursed.*

Open issues/concerns:

*A good problem... our large registration numbers. Workshop presenters have been told that the workshops are all ticketed but we may request them to take as many participants as they can (no guarantees for handouts) so we can accommodate as many folks as we can. I have heard back from many presenters who are excited about our numbers and will do whatever to help.*

Budget status:

Request for increased budget

Justification:

*Nothing right now, most my communications have been done with e-mail and the trip I made to Caldwell in January was paid for through my District III travel and county budget.*