

## WRLF 2008 Committee Status Report

Report date: July 14, 2007

Committee: Workshop

Prepared by: Donna R. Gillespie

Summary of tasks completed since last report:

Ninety five amazing proposals were received, 74 have been included on the draft workshop schedule. The other 21 include several duplicates, some proposals which would be better for NAE4-HA presentations and some I just couldn't fit into rooms. I have e-mailed the draft schedule to the workshop committee and will share copies at the meeting on the 14<sup>th</sup>. Any suggestions or changes will be made and revisions will go to Teresa next week for the registration materials.

Tasks yet to be completed:

After the workshop schedule is accepted I will get letters out (July 31<sup>st</sup>) to everyone who submitted a proposal to let them know if they were accepted or not, and if so the day and time of their workshop. I may need to provide more information (hope not) to Teresa for the registration materials. Presenters will need to be contacted late fall (October 15<sup>th</sup>) to verify what their needs are for their workshops, i.e. equipment, hand outs, etc. Presenters will be notified early spring (Jan 31<sup>st</sup>) about the number registered for their workshop and make sure they are still on board. An evaluation form will be developed to be used for every workshop so the presenters and the committees have feed back.

Open issues/concerns:

There is a designated computer room (which I need to find computers for) and a sewing room (that The Quilt Crossing will supply with 20 new Bernina machines). I think we will have to put limits on several workshops because of the size of the rooms. My workshop schedule includes room assignments but this may change as we do a walk through on the 14<sup>th</sup>.

Budget status: Current budget balance

Submitted expenses

Request for increased budget

Justification:

Good to go so far!