

WRLF 2008 Committee Status Report

Report date: *November 15, 2007* Committee: *Workshops*

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Summary of tasks completed since last report:

After the workshop schedule was accepted I sent letters (July 25th) 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. Hard copies of the schedule, workshop and tour information was sent with the letter. I worked closely with Theresa on registration information, (she is the best!). Presenters were contacted the end of October to confirm what their AV and room needs are for their workshops. They will be returning an AV request form and I will provide copies to Jeff Morgan by December 31st so he can plan for needed equipment. We have lost two workshops since the registration went up online, one from Alaska and one from Hawaii, both due to lack of funding for their grants.

Tasks yet to be completed:

Presenters will be notified early spring (Jan 15th) about the number registered for their workshop and make sure they will have their handouts submitted to the resource committee by February 1st (right now that is the date we are shooting for). An evaluation form will be developed to be used for every workshop so the presenters and the committees have feedback. I need to come up with a plan for room hosts, someone to help set up, introduce, hand out evaluations, thank and collect evaluations. What has been successful in the past? Do I need assigned people for each room each day, rely on volunteers or some of both, those kind of questions...?

Open issues/concerns:

Need information about Rhythm Dogs, are they really doing the workshop and can I get a contact name and number?

Budget status: Submitted invoice to Claudia for \$205.69

Request for increased budget

Justification:

I had a budget of \$200 and an invoice for \$205.69 has been submitted for postage on the big mailing in July and the letter in October. I will only have one other mailing and I can cover the cost of it so this will probably be my only request.