**Staff Training Round Table of OLA  
Minutes for September 5, 2019 Business Meeting**

**Attendance**: Tracey Letmate, Roberta Richards, Blake Kincaid, Elaine Hirsch

**Approve meeting minutes - Wednesday, August 7, 4-5pm**

* We don’t have the minutes from the prior meeting. Darci will post these to [our site](https://ola.memberclicks.net/staff-training-round-table-minutes-reports) and we will do a virtual approval of the minutes once they are posted.

**New business**

* **Introduce new officers**
  + Tracey Letmate - 19/20 Chair
  + Roberta Richards - 19/20 Chair elect
  + Darci Hanning - 19/20 Secretary

* **Discussion of NW Central**
  + Since Elaine was present in the meeting, we had a quick discussion about what she knew of NW Central. The STRT is wondering what the expectations are about maintenance of that site, what is the vision of the future of the site, and if OLA would like us to “take it over.”
  + Elaine said she would check on this and get back to us.
  + Additionally, we recognize that Darci may have a lot of information about this as well, but because she was absent, we will follow up with her later.

* **Discuss / Establish roles and responsibilities for officer positions**
  + With Blake on the call, we had an opportunity to collect the “duties” he felt needed to be assigned, based on his prior experience as the STRT co-chair. Below is the list that we discussed. We did not assign responsibilities at this meeting, and instead made a decision to create a proposal to vote on for the next meeting.

**DUTIES**

* + Scheduling and attending meetings
  + Recording, posting and notifying members when meeting notes are available
  + Having a presence at OLA Annual Conference
    - Scheduling and holding a meeting at the conference
    - Arranging for and scheduling staffing for table
    - Purchasing ribbons
    - Reaching out to members to solicit presentation proposals for conference
  + Deciding on and developing or coordinating content for upcoming meetings
    - Promoting meetings with membership
  + Marketing for STRT to increase membership
    - Sending out email to Libs OR, STRT email distribution list, and posting information in the OLA Hotline
  + Updating the OLA website
  + IF we decide to collect funds from members, we would need someone to manage them as well

* **Discuss pros/cons of fees for membership**
  + We had a discussion about funds for the STRT. There were two areas of conversation: where do funds come from and what would we use them for

**What could we use funds for?**

* + Other groups might use funds to bring in outside trainers for the conferences. However, as a group of “trainers” we didn’t see that as a necessity since we have training expertise in-house.
  + There was discussion about using the funding to provide additional things for the conference, like banners or ribbons to promote the roundtable.
    - Cost of ribbons is roughly $30-$40 for 50
  + If we created a “speakers bureau” out of our roundtable, one possibility is that funds could be used to reimburse travel expenses if a member needed to travel to another location to deliver training; or pay for some conference costs if members are selected to present on behalf of the roundtable
  + Training supplies/materials
  + We could also use the funds to support professional development for OLA, STRT members.
  + Statewide needs assessment to determine where STRT can best support OLA members. The board will discuss this at our next meeting, with input from Roberta’s research and from Darci to see if there’s data that already exists (from IMLS grant that funded the NWCentral needs assessment, or that the State Library may have already put together.) If we get a table at Annual, that might be a great time to have conversations with OLA members about what they need from our group.

**Where do funds come from?**

* + We could make a one-time request for funds from OLA
  + We could ask OLA to create a budget line item for us which would be funded through fee collection
  + We could charge fees for members to join ($5 for example would yield $200 at our current membership level.) However, we don’t know if that would deter people from joining. Additionally, if we decided to do that, we could start charging at any time. Blake also mentioned that most “renewals” happen just prior to the conference or in summer.
  + We could look into funding support from State Library

* We decided we would not vote on this right now. We will wait until specific funding needs are identified and then figure out the best path to move forward.

* **Marketing:** We then discussed the marketing behind the idea of charging fees.
  + If we charge fees then we need to have a clear marketing plan that addresses the question of “what’s in it for me?” Why would people want to join? What are they going to get in return?
  + We talked about how joining is kind of like a club or toastmasters.
    - Folks who are already seasoned trainers have a place to go to “give back” and folks who are new trainers have a resource where they can learn more about how to do it better.
  + Another reason to join is if we decide to offer a pre-conference, we might be able to offer a discount for STRT members (like… it costs you $5 to join, but you get $10 off the cost of pre-conference)
  + We need to offer content sessions that have a high value proposition
  + Blake suggested that we could do a “book group” where members engage with each other on a training-related title

* OLA Annual conference in Bend - What do we want to propose?
  + Proposal process has not opened up yet. When it does, it is typically open for 4 weeks. Need to think about this now.
  + Tracey is checking with the exhibit folks (Heather Jones and Jennifer Fisher) about if we can get a table at OLA
  + Tracey will also send out an email to the membership, letting them know about our interest in vetting conference proposal ideas to submit on behalf of the STRT.

* Future meeting dates and topics including ideas for content meetings
  + Next meeting date is set for Thursday, October 3 3-4 unless that doesn’t work for the three officers.