

CSO Conference Wisline
Tuesday, June 23, 2009
9:30 – 10:40 am

NOTES

Present: Cathy Crandall, Lisa Lake, Peter Nordin, Karen Smiley, Lorraine Toman

Unable to Attend: Judy Ballweg, Liz Hiltz

Theme & Promotion of Conference:

The team agreed that they really like the logo idea that Cathy & Lorraine came up with for the conference theme. Suggestion made to create a poster idea to help publicize the conference. Cathy and Lorraine said they'd work on a flyer, as more information is finalized. Other promotion ideas are to send periodic emails, reminding everyone of the date, and announcement(s) on the Dean's and possible District Wislines.

Resource Fair:

Peter contacted:

- Rebecca Rohde & Jeanne Stuckert from the Payroll Office – they are both confirmed.
- Chad McClure & Howard Fenton from the Budge Office – they are both confirmed
- Rhonda Loger & Jeanne Storandt from the Business Services Office – they are both confirmed

Lisa contacted:

- Kathie Bennett & Angie Koppen regarding a Human Resources Subcommittee/ Professional Development table – they both confirmed

Karen contracted:

- Jason LeMahieu & Tony Roman from Coop IT – they both confirmed

Resource fair is set to go, with 5 tables – need to confirm with facility, where we will hold this

Breakout Sessions:

Karen contacted the two technology related breakout sessions presenters. Both are excited to help out, and both are willing to do the same 45 minute session twice.

- Molly Immendorf – updates on new technology. She said with 45 minutes, she would limit her discussion to two of the new technologies that are out there. She said that a demonstration will work for her presentation (not enough time to do hand-on). She will need a screen, projector (will bring her own computer), and would like wireless internet, if possible.
- Lisa Linfield – updates on 2007 Microsoft Office Suite. She said that a hands-on computer lab would work best, but if not possible, she can make a demonstration work. She will need a projector & screen (will bring her own computer), and would like wireless internet, if possible.

Lisa did not contact:

- Melissa Mayo regarding work/life presentation yet, due to the similar topics of the others who have been contracted so far.

Lisa will contact:

- Dawn Rekoske regarding possibly doing the keynote and one breakout session (this session would not be repeated). If Dawn agrees, Lisa will ask her to share her list of other topics, and the group will decide, via email, on which one would be best for this conference.

We need to find out if we can get three rooms/areas to conduct breakouts – only have two reserved so far. Would be helpful if we could get a computer lab for the third breakout (for Lisa Linfield).

Keynote Speaker:

Lisa contacted:

- Dawn Rekoske: "I lost my motivation, if found, please return to its rightful owner". She is very excited about working with our group. She can make her presentation 1½ hours (including some time for discussion). She would not charge our group, is willing to bring her own handouts, and will not have any travel. Lisa also said that her presentation is interactive with the group.
- The group decided that they would like to pursue Dawn as the keynote and to provide one breakout session.

Peter contacted:

- Corliss Olson from the School for Workers – she could do the Power of Boldness, work/life balance, or bullying in the workplace, but she charges \$100/hour. The group decided that there are great presenters available, with topics that meet our theme better, and who will not be charging us, so Peter will contact her, and let her know.
- Sherry Ray regarding the Power of Congruence – she is willing to be the keynote speaker, at no charge. Her presentation is interactive with the audience, and focuses on using your energy to get what you want and doing what fits with your values, to find congruence (Sorry Peter – I had it in my notes, and still missed this). If Dawn is not interested in doing the keynote & one breakout, Peter will contact Sherry to see if she is interested in being a breakout presenter, instead of the keynote.
- Melissa Mayo will be an alternate for a breakout presenter. Lisa will contact her, if needed.
- Peter also mentioned Don Schutt, from UW-Madison regarding organizational development as a possible speaker. He has not been contacted. We have enough great options, so he will probably not need to be contacted.

Ice breakers:

- Karen shared a list of 6 ice breakers, from a book, via email.
- Liz suggested an exercise where everyone arranges the group in order of birth date without speaking.
- A suggestion was made about everyone writing down three things about themselves, with one of them not being true, others have to guess which one is not true.
- A suggestion was made where the group forms two circles (an inner and an outer circle), and people introduce themselves to someone across from them, then one of the groups moves to the right or left, and you introduce yourself to someone else, etc. for 3-4 people.
- Discussion took place regarding the options that were shared. In keeping with the theme, it was decided to go with Imagination (from the sheet that was shared). The group decided to modify it a bit...we will have the conference group divide into two groups. All of the questions from the list will be shared with each group (individually, in a basket) – everyone draws one question out of the basket. Then one by one everyone answers the question that they pulled out of the basket (this option lets people think for a little bit, and not be put on the spot). Karen has the book, so she will make up the slips for the baskets.
- Also, when everyone is in the general group, we will go around the room, and have everyone introduce themselves to the entire group.

Volunteers needed to go to the Pyle Center:

- Need to review the space that we have available for the day. Lisa will talk to Judy, to see if she will take the lead (Judy already shared with Karen that she is willing to go there). Peter will go along to help.
- Need to see if there is space for an additional breakout room (if possible, a computer lab)
- If not, would it be possible to use the lunch room area as one of the breakout rooms? Any other ideas for a breakout area? (Note: the main meeting room, which would be used as one of the breakout rooms, I think, could be divided into two rooms, if need to, but we didn't want to because thought that might be too noisy...this still might be an option).
- Where will the resource fair take place? In the main meeting room...but in each corner? Somewhere else?
- Any other issues that we need to address regarding the facility?

Next Meeting Agenda Items:

- Assign leads for each item on the agenda for the Conference, i.e. who will lead the ice breakers, who introducing speakers, etc.
- Decide whether to tape the conference. Karen to check with Chad on the cost from last year. Note: if decide to tape, need to pay special attention to where people are when presenting/microphone placement (had issues with not hearing everyone during past tapings).
- Report backs:
 - o Lisa – recap what found out regarding keynote speaker & 3rd breakout speaker (will be worked on via email between now and next Wisline)
 - o Judy & Peter – Pyle Center logistics
- Raffle discussion
- Lorraine & Cathy will work on a flyer, as more details are finalized, may have draft to share with the group at next Wisline (may not)

Next Meeting:

- Lisa will send out a doodle scheduler to find a date in July. Lisa noted that she will be out for most of July.

Respectfully Submitted:

Karen Smiley, Eastern District Administrative Assistant