

WYLD Annual Meeting Planning Guide

Reviewed May 2024

Part I - Bylaws

Part II - Roles & Responsibilities

Part III - Recommended Timeline

Part IV - Checklist

PART I - WYLD Network Bylaws

see https://library.wyo.gov/downloads/WYLD/Bylaws_2023.pdf

Section T. Meetings

1. The annual meeting will be held in late spring or early summer. The Governing Board will report formally to the members at the annual meeting and the written report will be posted on the member webpage following the meeting. The date, location, and time will be announced at least three (3) months in advance; preliminary business meeting agenda will be announced at least two (2) weeks in advance.
 2. Special meetings may be called by the President. Should the President receive a written request for a special meeting from at least 20% of the total delegates, the President must convene a special meeting.
 3. Meetings are open to the public.
 4. The President may invite/recognize guests to address specific agenda items.
 5. WYLD Network member training activities may be held in conjunction with the annual meeting. Training activities will be announced two (2) months in advance of the meeting.
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PART II - ROLES & RESPONSIBILITIES

WYLD GOVERNING BOARD Role

1. Approves the venue and dates for the Annual Meeting
2. Approves registration fees
3. Approves the use of WYLD Network funds to pay for meeting expenses

WYLD GOVERNING BOARD PRESIDENT Role

1. Serves as the organizer of the annual meeting
2. Assembles the annual Business Meeting Agenda
3. Presents an annual report
4. Calls for proxy votes for non-attending libraries
5. Installs new officers as needed, releases committees as needed
6. Coordinates meeting with the WYLD Office and the local POC from the host site
7. Calls for training ideas from the WYLD Office and other Governing Board Members
8. Opens the Annual Meeting with welcome and introductions

HOST SITE POINT OF CONTACT Role

1. Coordinates room reservations and a table for attendee check-in
2. Coordinates technology needs for all presentations with the WYLD Office & other guest presenters
3. Facilitates communication with caterers, etc.
4. Assists in staffing the check-in table
5. Assumes responsibility for checking the physical arrangement of the meeting rooms prior to each meeting
6. Provides signage for all sessions, check-in, etc.
7. Provides local information such as campus map & parking maps, restaurants and attractions

STATE LIBRARY & WYLD OFFICE Role

1. Manage the use of WYLD Network Funds to pay any expenses related to the WYLD meeting
 2. Provide an online form for registration
 3. Manage the transfer of funds or billing for registration fees from member libraries
 4. Suggest business meeting agenda items
 5. Recommend training ideas
 6. Provide staff for training as needed
 7. Host the WYLD Network Annual Meeting website
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PART III TIMELINE

10-12 months prior

- The Governing Board selects the site & dates for the WYLD Annual Meeting
- A *Save the Date* notification is sent out to all WYLD Network members and posted on the WYLD Network members website

6 months prior

- The host site identifies a local point of contact (POC)
- The WYLD Office and Governing Board begin to identify training needs
- Past evaluations are consulted for ideas on improvements
- The State Library works with the local POC to set up a hotel room block

3 months prior

- Set preliminary agenda and schedule
- Send reminder and additional details to wyldnews list

2 months prior

- Agenda is announced (per Bylaws)
- Content of any training sessions is made available
- Send more reminders of new details to wyldnews list

1 month prior

- Registration is made available
- Menus and head counts are finalized and communicated to the local site
- All reports and related documents posted on the WYLD Network Annual Meeting website

2 weeks prior

- Confirm local arrangements with the POC, including tech, materials for check-in desk, handouts, etc.
- Reminders for committee chair reports
- Reminders sent for business meeting proxy votes
- Finalize registration in coordination with dates needed for final head count estimate for meals

POST MEETING - WYLD GOVERNING BOARD PRESIDENT

- Sends letter of thanks to local host
 - Sends thank you to all committee members
 - Makes final attendance and expense report to the Governing Board
 - Coordinates with the State Library to provide an evaluation
 - Shares the business meeting minutes for the State Library to post in draft form on the annual meeting website
 - Reviews post-attendance surveys
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PART IV - CHECKLIST

- Site selected
- Date(s) confirmed
- Save the Date announced
- Local Point of Contact (POC) identified
- Hotel Room Block arranged
- Annual Meeting website updated with location, date(s), & hotel
- Schedule finalized & posted
- Training/speakers finalized
- Training schedule & program info announced
- Rooms & tech confirmed
- Menus finalized
- Committee chair reports requested
- Proxies for business meeting requested
- Post business meeting agenda
- Documents needed for the business meeting posted on website
- Final head counts provided to host (for meals)
- Provide host site with registration list for check in table
- Ensure copies of any documents are available at check in
- Receipt book for the check in table (if applicable)
- Name tags at check in table
- Confirm staffing for check in table

Post - meeting

- Thank you's sent
- Evaluation survey sent to wyldnews
- Business meeting minutes draft posted
- Any approved documents, resolutions, etc. posted as needed