



## Committee Roster and Responsibilities 2009-10

### CONFERENCE Committee Roster

Name/Office	Term	Address	Phone & Email
Chair, Ruth O'Donnell	08-09 through 09-10	3509 Trillium Ct., Tallahassee 32312	850-668-6911 <a href="mailto:ruth.odonnell@comcast.net">ruth.odonnell@comcast.net</a>
Vice-Chair, Diana Sachs-Silveira	09-10 through 10-11	TBLC, 1202 Tech Blvd., Suite 202, Tampa, FL 33619	813-622-8252 <a href="mailto:sachsd@tblc.org">sachsd@tblc.org</a>
Carol Russo	08-09 through 09-10	Hollywood Branch Library, Broward County Libraries, 2600 Hollywood Blvd., Hollywood 33020	954-926-2432 <a href="mailto:crusso@browardlibrary.org">crusso@browardlibrary.org</a>
Greg Sidberry	09-10 through 10-11	Alvin Sherman Library, Nova Southeastern University 3100 Ray Ferrero, Jr. Blvd. Fort Lauderdale, Fl., 33314	(954) 262-4580 <a href="mailto:sidberry@nova.edu">sidberry@nova.edu</a>
Carole Fiore	09-10 through 10-11	Training and Library Consulting <a href="http://www.fiore-tlc.biz">www.fiore-tlc.biz</a>	Phone: 850-656-8474 Fax: 850-942-2802 <a href="mailto:carole@fiore-tlc.biz">carole@fiore-tlc.biz</a>
Janet Loveless	09-10 through 10-11	Nassau County Public Library System 25 North 4th Street Fernandina Beach, FL 32034	904-548-4857 <a href="mailto:jloveless@nassaucountyfl.com">jloveless@nassaucountyfl.com</a>
Jamie Cutlip, Vendor	09-10	Unique Books, Inc., 5010 Kemper Ave., St. Louis, MO 63139	800-533-5446 ext. 452 <a href="mailto:uniquejamiec@yahoo.com">uniquejamiec@yahoo.com</a>
Carrie Pena	09-10 through 10-11	Chancellor Charter School of Lantana, 206 Sparrow #4, Royal Palm Beach 33441	561-301-7920 <a href="mailto:cspena@live.com">cspena@live.com</a>
Carrie Sabin Hunsucker	09-10 through 10-11	Alachua County Library District, 125 SE 16 Ave., Unit L207, Gainesville 32601	352-334-3938 <a href="mailto:csabin@aclib.us">csabin@aclib.us</a>
Tim Bottorff	08-09 through 09-10	UCF 9907 Universal BLVD. Orlando, FL 32819	407-903-8004 <a href="mailto:tbottorf@mail.ucf.edu">tbottorf@mail.ucf.edu</a>
Lisa Manners	08-09 through 09-10	Deerfield Beach Library, Broward County Libraries, 837 E. Hillsboro Blvd., Deerfield Beach 33441	954-360-1381 <a href="mailto:lmanners@browardlibrary.org">lmanners@browardlibrary.org</a>
Jared Hoppenfeld	08-09 through 09-10	University of South Florida, Tampa Library	813-215-5552 <a href="mailto:jhhopp@aol.com">jhhopp@aol.com</a>
Judith Rundel	08-09 through 09-10	LeRoy Collins Leon County Public Library, Parkway Branch, 200 W. Park Ave., Tallahassee, FL 32301	850-606-2750 <a href="mailto:rundelj@leoncountyfl.gov">rundelj@leoncountyfl.gov</a>



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Ava Barrett	08-09 through 09-10	Lee County Library System, 1706 Euclid Ave., Lehigh Acres 33972	239-303-9749 <a href="mailto:abarrett@leegov.com">abarrett@leegov.com</a>
Wendy Breeden, President, Voting	Ex Officio	Lake County Library System, 2401 Woodlea Rd., Tavares, FL 32778	352-253-6180 <a href="mailto:wbreeden@lakeline.lib.fl.us">wbreeden@lakeline.lib.fl.us</a>
John Callahan, Vice- President/President Elect Voting	Ex Officio	Palm Beach County Library System 3650 Summit Blvd. West Palm Beach, FL 33406- 4198	Ph: 561-233-2600 Fax: 561-233-2644 <a href="mailto:callahanj@pbclibrary.org">callahanj@pbclibrary.org</a>
Treasurer, Alan Kornblau, Voting	Ex Officio	Delray Beach Public Library 100 West Atlantic Avenue Delray Beach, FL 33444	561-266-9488 <a href="mailto:akornblau@DelrayLibrary.org">akornblau@DelrayLibrary.org</a>
Patricia Morris CE Committee Chair Non-Voting	Ex Officio	NEFLIN, Inc. 2233 Park Avenue, Ste 402 Orange Park, FL 32073-5569	904-278-5620 <a href="mailto:patty@neflin.org">patty@neflin.org</a>
Peggy Gunnell, Local Arrangements Sub- Committee Chair  Sandy Mayer, Co-Chair  Non-Voting	Ex Officio  09-10	Valencia Community College, Osceola Campus, 1800 Denn John Ln., Kissimmee 34744  Orange County Library System, Southwest Library, 7255 Della Dr., Orlando 32819	407-582-4166 <a href="mailto:pgunnell@valenciacc.edu">pgunnell@valenciacc.edu</a>  407-835-7323, ext. 6027 <a href="mailto:mayer.sandy@ocls.info">mayer.sandy@ocls.info</a>
Dave Whisenant, Academic Member Group representative Non-Voting	Ex Officio	CCLA, 1753 W. Paul Dirac Dr., Tallahassee, FL 32310	850-922-6044 <a href="mailto:dwhisenant@cclafloida.org">dwhisenant@cclafloida.org</a>
CMC & Associates, Meghan Wozniak Non-voting	Ex Officio	2713 Blairstone Ln., Tallahassee, 32301	850-224-7775 <a href="mailto:mwozniak@cmc-associates.com">mwozniak@cmc-associates.com</a>
Exec. Dir. Faye Roberts Non-voting	Ex Officio	FLA Office, P.O. Box 1571 Lake City, FL 32056	386-438-5795 <a href="mailto:faye.roberts@comcast.net">faye.roberts@comcast.net</a>

### Committee Responsibilities

From the FLA Manual

- Fulfill the functions common to all committees (attached).
- Plan and coordinate the annual conference program.
  - Review program proposal forms and instructions and revise as needed, including establishing program tracks in time for number iii in this list.
  - Announce a call for programs and set a due date for program proposals at the preceding conference; advertise in all Association communication tools and nationally.
  - Meet to review program proposals and develop the program agenda and schedule.



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- Seek programs beyond those proposed, as needed, and assist the President in securing speakers for opening and closing sessions and special President’s programs.
- Coordinate with and provide guidance to the Local Arrangements Sub-Committee of the Conference Committee.
- Provide assistance to individuals and groups selected to present programs to assure high quality.
- Recommend a budget for conference expenditures to the Finance Committee for their fall annual budget planning meeting.
- Sub-Committees
  1. Local Arrangements Sub-Committee
  2. Exhibits Sub-Committee
  3. Advertising Sub-Committee
  4. Others as needed
- Carry out such other conference related functions as may be assigned by the President.

### Local Arrangements Sub-Committee Roster

Name/Office	Term	Address	Phone & Email
Peggy Gunnell, Co-Chair	09-10	Valencia Community College, Osceola Campus, 1800 Denn John Ln., Kissimmee 34744	407-582-4166 pgunnell@valenciacc.edu
Sandy Mayer, Co-Chair	09-10	Orange County Library System, Southwest Library, 7255 Della Dr., Orlando 32819	407-835-7323, ext. 6027 <a href="mailto:mayer.sandy@ocls.info">mayer.sandy@ocls.info</a>
Ruth Wiley	09-10	Orange County Library System, Edgewater Branch, 5049 Edgewater Dr., Orlando 32810	407-835-7323 ext. 6022 wiley.ruth@ocls.info
Ron Moore	09-10	Lake County Library System Paisley Library 24954 CR 42, Paisley, FL 32767	407-748-0680 rmoore@lakeline.lib.fl.us
Boyd Bruce	09-10	Cagan Crossings Community Library, Lake County Library System, 16729 Cagan Oaks Clermont, FL 34714	352-243-1840 jbruce@lakeline.lib.fl.us
Wendy Breeden, President	09-10	Lake County Library System 2401 Woodlea Rd., Tavares 32778	352-253-6180 wbreeden@lakeline.lib.fl.us
Faye Roberts, Exec. Director	09-10	Florida Library Association	386-438-5795 faye.roberts@comcast.net



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### **Local Arrangements Sub-Committee Responsibilities**

From the FLA Manual

- Organize and maintain the annual conference registration desk, with the aid of the FLA conference management company, including recruiting and scheduling volunteers to work at the registration desk and assigning one person on the sub-committee to be in charge of the desk each conference day.
- Solicit and make available on a table near the conference registration desk information about the area, small gifts donated by local organizations, and other information/materials that may be of interest.
- Coordinate local publicity about the conference with the Communications Coordinator.
- In cooperation with the President, solicit and schedule local participation in the conference, including at a minimum inviting a local elected official or other dignitary to welcome conference registrants to the area at the opening session.
- Assist the FLA management office in planning conference events such as the President's Reception, Welcome Reception, opening and closing sessions, etc. (committee does not have lead responsibility for these events).

### **Exhibits Sub-Committee Responsibilities**

Sub-Committee Chair is selected from Committee roster.

- Assist the FLA conference management company in advertising to potential exhibitors are requested.
- Recruit and assign volunteers or committee members to draw for door prizes during exhibit hours and announce/post winners.
- Monitor needs of exhibitors during the event and report concerns to the FLA conference management company or Executive Director.

### **Advertising Sub-Committee Responsibilities**

Sub-Committee Chair is selected from Committee roster.

- Develop a plan for advertising the conference to members and non-members.
- Coordinate with the FLA conference management company as advertising is implemented.

### **Responsibilities common to all committees**

1. File reports in a timely fashion and on standard Association forms.
2. Provide committee reports to the Executive Director for Executive Board meetings as needed, coordinating report presentation at the meeting with the committee Board liaison.
3. Submit an annual report to the Executive Director.
4. Send news committee activities to the *FLA News Digest*, *Florida Libraries*, and Association electronic discussion lists to keep the membership informed.
5. Submit copies of all official Association correspondence to the Executive Director, the President, and the Archives Committee.
6. Maintain minutes of meetings and distribute to committee members, Executive Director, Executive Board Liaison, the FLA Office, and the Archives Committee. Minutes should record meeting participants and action items.



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7. Request funds to carry out committee activities as part of the Association's annual budget planning process; requests are submitted to the Finance Committee.
8. Manage the committee's budget to assure that the amount allocated is not over expended.