

**AFTERNOON PLANNING MEETING**

Formal decisions made at this meeting included the following:

- 1. There was a motion to hold two WILIUG meetings annually both of which would be at least half day events.**
  - a. The Spring-Summer, Post IUG meeting can be either a half or full day event and will be slightly more formal in nature.
  - b. Both meetings will have time set aside for a ‘birds of a feather’ discussion groups organized by functional areas.
  - c. Both meetings may include representation by Innovative staff. During the Spring/Summer meeting, the Innovative representative will have ample time to outline the features of the current Millennium release.
  
- 2. The group brainstormed ideas for upcoming programs:**
  - a. Printing Assistance
  - b. Millennium Create Lists
  - c. Workflow Issues
  - d. Interlibrary loan
  - e. Oracle implementation
  - f. Initiating and managing WebOpac changes
  - g. Enhancements ballot discussion
  - h. Panel discussion on different areas as ‘migrating to Millennium,’ ‘staff training,’ ‘institutional use of MilCat or MilAcq.’
  
- 3. There was a motion to create a Steering Committee for the WILIUG group immediately.**
  - a. The Steering Committee will consist of a Chair, Chair Elect, Treasurer and Secretary.
  - b. Volunteers will be solicited from within the WILIUG group using the listserv.
  - c. The newly-formed Steering Committee will use the summer of 2004 to:
    - i. Identify the roles each committee member will play and the term of each officer.
    - ii. Identify and complete the necessary paperwork to establish WILIUG as an official or formal not-for-profit organization.
    - iii. Construct a set of WILIUG Bylaws and propose to bylaws to the larger WILIUG group by 9/1/04.
  - d. The Steering Committee will use the fall of 2004 to:
    - i. Work to adopt bylaws by the Fall of 2004
    - ii. Plan the fall 2004 meeting tentatively in conjunction with the Wisconsin Library Association’s conference which runs from November 2-5, 2004 in Lake Geneva, Wisconsin.

**ADDENDUM:**

**At least two additional volunteers will be recruited, using the WILIUG listserv, to serve as Members-at-Large (2004-2005). These individuals will work with the Steering Committee to help plan the two annual programs.**