

SCC/MLA 2009 Local Arrangements Committee Meeting June 5, 2008

The meeting of the Local Arrangements Committee was held at the Doubletree Hotel at Warren Place, site of the 2009 SCC/MLA Conference. Those in attendance were Beth Freeman, R.D. Bell, Stewart Brower, Peggy Cook, James Donovan, Danna Giovi, Toni Hoberecht, Melissa Kash-Holley, Junie Janzen, Jamey Lamb, Linda London, Scott Murray and Lynn Yeager.

Beth opened the meeting by introducing her administrative assistant, Danna Giovi. Danna will be attending the meetings and assisting Beth.

Melissa gave a report on Promotion/Publicity. It was proposed that HELEO pay \$125 booth fee for the SCC/MLA 2008 Conference to promote next year's conference in Tulsa. It was agreed by the committee that HELEO could pay this fee. Melissa would like to have coasters made to include in registration packets at the 2008 Conference promoting next year's conference. The cost would be up to \$900. Melissa will post graphics of the coaster choices on the internet for all to view. There was discussion about GOAL incurring the cost of these coasters. This was not decided. There will also be a gift basket to be given away at the table in Dallas. Items in the gift basket include wine from Stone Bluff winery, homemade soap and lotion, and an art deco book of Tulsa. Any items to be included in the gift basket need to be brought to the next meeting.

Linda and Melissa asked the signage committee to prepare a border for the 40" monitor that will be used on the table in Dallas promoting the Tulsa conference. Linda will give the measurements to Scott for the monitor.

Melissa and Linda presented the storyboard of the proposed video to be shown in Dallas to promote the conference in Tulsa. Beth commended them on a great job putting this together. There was some discussion about the actual presentation of the video in Dallas. Beth will thank the Local Arrangements Committee in Dallas for a wonderful conference and will then introduce the video inviting attendees to the conference in Tulsa. It was discussed that the committee would be wearing some kind of coordinating attire as Beth makes this introduction. Cowboy hats and kerchiefs were one possibility mentioned. Melissa and Linda would like to receive any input about the video by June 25, 2008.

Junie handed out a proposed budget for each category of the conference. These are only preliminary figures because it is unknown at this point how many will actually register for the conference. She did make the committee aware that the cost to reserve Philbrook Museum is \$2,000.00 and this does not include the food. There will also need to be clarification with the hotel about the cost for using audio/visual equipment and outlets.

Dohn will pursue with the SCC/MLA Board the possibility of raising the exhibitor booth fees from \$600.00 to \$750.00.

Toni has a meeting on Monday at the University of Tulsa to discuss the designing of a logo for the conference. Melissa and Linda will need the logo for flyers, luggage tags and stickers for the booth at the conference in Dallas if possible. Toni thought it wouldn't take more than 6 weeks to create a logo. She will give the designers a deadline. Toni will also post the proposed logo designs on the internet for the committee to view and have input. It was also suggested that this logo be given to the hotel to use on all schedules posted outside meeting rooms at the time of the conference.

Lynn gave a demonstration of the registration software that is being used by the conference in Dallas. This software costs \$150.00 + \$3.50 per person. There was some discussion about a website for the Tulsa Conference. Stewart said the OU-Tulsa server could host this website.

The next meeting will be held Thursday, July 17, 2008 at 2:00 p.m. at the OU-Tulsa Library.

The committee toured the Doubletree Hotel with Susan Flatt, Convention Services Manager.

The Next meeting is scheduled for Thursday, July 17, 2008 at the OU-Tulsa Library.

The meeting adjourned at 4:30 p.m.