

SCC/MLA 2009

Local Arrangements Committee Meeting

July 17, 2008

The meeting of the Local Arrangements Committee was held at the OU-Tulsa Medical Library. Those in attendance were Beth Freeman, Stewart Brower, Peggy Cook, James Donovan, Danna Giovi, Toni Hoberecht, Melissa Kash-Holley, Junie Janzen, Jamey Lamb, Linda London, Dave Money, Scott Murray and Lynn Yeager.

Beth opened the meeting by congratulating Toni on being awarded a fellowship from Amigos. Toni shared with the group some of the details of the fellowship.

Junie asked that each committee email her an estimate of projected expenses for the conference. These figures must be emailed to her one week prior to the next meeting. Stewart added that committees should indicate the proposed budget items that could possibly be paid for by sponsorship. These items should be so noted on the proposed budget that is emailed to Junie. Stewart also added that he and Dohn will need to know if any committee member has approached a sponsor so there is no duplication of requests. It is preferred that Dohn or Stewart approach possible vendors for sponsorship.

Lynn gave a demonstration of the Regonline software that will be used for registration for the conference. She highlighted some of the features of the software. This software is currently being used by the 2008 LAC for the Dallas conference. The software will cost \$350 plus \$1.50 per registration.

Dave reported on the progress with the logo design. The committee has been working with 3rd Floor Design Studio at the University of Tulsa. This group designs logos for non-profit organizations for free. They have also given a recommendation of a printer that works well with non-profit organizations for the production of the logo when the design has been decided. The committee is working on 2 or 3 designs. These choices will be emailed to the each member of the LAC for a vote. This will be done before the next meeting.

James has been working with Box Talent to help in the selection of a band for the Tuesday night event at the Philbrook Museum. There are several possibilities. James handed out a schedule of several bands that will be appearing in the Tulsa area for free. He encouraged anyone that would like to hear any of these bands to feel free to attend the events and give him feedback. Bands can also be heard at www.boxtalent.com. In particular James is looking at Travis Kidd and the Roundup Boys. James also reported that a contract needs to be put in place with the Philbrook Museum. This will require a \$500 deposit. There was some discussion and it was decided that the group should plan some atmospheric music for the Sunday evening welcome reception and a party/dance band for the Tuesday night event at the Philbrook Museum. James also will work on securing transportation from the hotel to the Philbrook Museum. Beth will forward to him the figures she obtained to rent BOB (Big Orange Bus) as one possibility.

Linda is working with Leslie, a designer, who is preparing some schematics for decorating ideas. She will show those to the group when they are ready.

Melissa gave a publicity report. She showed two examples for luggage tags. The group voted and chose the tag that will cost \$310 for 250 tags. Stewart suggested that the luggage tags be an incentive to win a prize. The tags will be numbered and then a drawing will be held at the Tulsa conference for a prize. The tags will also be printed with the wording "Take me back to Tulsa!" at Beth's suggestion. The logo will be the front of the luggage tag. Melissa also reported that at the 2008 conference in Dallas, it has been suggested there be a table with information about the 2009 conference near the registration table. Melissa will acquire materials about Tulsa to be placed on this table. The Chamber of Commerce provides materials about Tulsa for free. A booth promoting the 2009 conference will also be set up in the Vendor Exhibit in Dallas. Melissa needs two more volunteers to staff the table. Group members should email Melissa to volunteer.

Stewart will check with Majors to see if they will again sponsor the Majors Walk at the 2009 conference.

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Beth handed out the Representative Planning Calendar from the LAC Procedures Manual with the dates marked for the 2009 conference. She also handed out the Duties of the LAC from the Procedures Manual. This list will be updated with each member's name listed next to the responsibility.

There was some discussion about the theme for the 2009 conference. Melissa suggested the theme "Rising Up to be the Best" and Jamey suggested "Building a Strong Foundation". The theme should be the label for the conference. There will be further discussion before a theme is decided.

Beth reported that she has emailed Senator Tom Coburn's office inviting him to consider speaking at the conference. There was some discussion about this possibility. Beth will let the group know what response she gets from Senator Coburn's office.

The next meeting will be held Friday, August 29, 2008 at 2:00 p.m. in Main Hall Room 2102 at the OSU-Tulsa Campus.

The meeting adjourned at 4:15 p.m.