

SCC/MLA 2009 Local Arrangements Committee Meeting September 19, 2008

The meeting of the Local Arrangements Committee was held at the OU-Tulsa Library conference room. Those in attendance were Beth Freeman, Stewart Brower, Peggy Cook, James Donovan, Danna Giovi, Toni Hobrecht, Melissa Kash-Holley, Junie Janzen, Jamey Lamb, Linda London, Dohn Martin, and Scott Murray.

Beth opened the meeting.

Melissa reported on the invitation to be given at the business lunch on October 14th at the SCC/MLA 2008 Conference in Dallas. This invitation will be extended to all conference attendees to make plans for the SCC/MLA 2009 Conference in Tulsa. Beth will go on stage and thank the LAC in Dallas for a great conference. She will then give away the two gift baskets that Melissa and Linda have prepared. Beth will then invite conference attendees to make plans now to attend the 2009 conference. The invitational video will then be shown. Melissa showed the video to the committee. The committee commended Melissa for an outstanding job in putting together this invitational video.

Melissa also reported that an invitation to stop by the booth at the 2008 Conferences was emailed to the SCC/MLA distribution list. This invitation gave explanation of prizes attendees could register to win as well as the luggage tags that will be handed out. Melissa and Linda put together two large gift baskets with donated items. Attendees that stop by the booth can enter the drawing for these gift baskets. Each luggage tag is sequentially numbered. Conference attendees that bring these luggage tags with them to the 2009 Conference in Tulsa will be entered in a drawing for a prize. The luggage tags are on order. HeLEO agreed to cover the cost of the luggage tags. There will also be candy in large leather boxes on the table for attendees.

The invitational booth will be set up on Monday, October 13th at the 2008 conference. Melissa gave a handout with the booth schedule to each committee member.

Dohn agreed to store the items for the booth at the CHS Medical Library since he and Jamey will be driving to Dallas. These include the gift baskets, a spinning literature rack and literature about Tulsa and the hotel. There will also be some decorative items. Dohn and Jamey also agreed to bring an extra table for the booth that can be used if necessary. Jamey volunteered to bring a long extension cord.

There was some discussion that the booth may be located outside the exhibit hall because of the number of exhibitors attending the conference. There was some concern about the security of the booth during the business meeting. Toni volunteered to stay at the booth during the business meeting.

Each committee member gave Melissa his/her cell phone number. Melissa will put together a list and email it to the committee before the conference in Dallas.

It was reported that Philbrook Museum has been booked for the Tuesday night social event at the 2009 conference. A \$500.00 deposit will be given to Philbrook Museum after the seed money is received. Philbrook Museum has specified they would prefer only one contact person. This was supposed to be Sandra. Toni will contact Sandra to determine if Sandra is still able to fulfill this obligation.

Dohn reported on the exhibitors and sponsors for the 2008 conference. The exhibitors have registered using the RegOnline software. This created a slight problem because the registration did not open until August. Dohn would like to see this open sooner next year if possible. Ebsco wanted to have its logo placed on the tote bags. Somehow this fell through the cracks. Dohn will try not to let this happen next year. Dohn also mentioned that sponsors have given money through the registration software online. RegOnline then gets a percentage of that sponsorship for processing the payment. He would like to avoid that next year. The committee needs to begin now identifying items that are sponsorable at next year's conference.

Linda reported that she has been in contact with the person preparing the program and packets for the 2008 conference and she is staying on top of what will need to be done for next.

Junie has prepared a request for payment/reimbursement form. She handed those out to all committee members. She will also put the form online to be filled out and emailed to her.

Beth read the letter that she sent to GOAL thanking them for their generous donation of \$1,500.00. This sponsorship will be used to purchase the coasters for next year's attendees and the remainder will go toward continuing education. Beth will also send a letter to HeLEO as a thank you for sponsoring the luggage tags.

Melissa pointed out that the 2008 conference spent \$400 on a postcard to the SCC/MLA mailing list when to remind members to register for the conference. She suggested next year this be done by email. The committee was in agreement to email the post card for next year. It could be done in a pdf format to appear as a post card including "fake" postage.

Beth confirmed that all committee members are planning to stay for the Joint LAC/Program Meeting (2008 & 2009) on Wednesday, October 15th from 8:00-10:30 a.m.

The next meeting will be held on October 24, 2008 in the library conference room at the OSU-Tulsa Campus at 2:00 p.m.