

SCC/MLA 2009 Local Arrangements Committee Meeting October 24, 2008

The meeting of the Local Arrangements Committee was held at the OSU-Tulsa Library conference room. Those in attendance were Beth Freeman, R.D. Bell, Stewart Brower, Peggy Cook, James Donovan, Danna Giovi, Toni Hobrecht, Junie Janzen, Jamey Lamb, Linda London, Dohn Martin, Dave Money, Scott Murray and Lynn Yeager.

Beth opened the meeting by thanking all committee members for their participation in the invitational booth at the Annual Meeting in Dallas. She gave special thanks to Melissa and Linda for their work in putting the door prizes together. The video Melissa put together for the invitation to the 2009 Annual Meeting in Tulsa was very well received.

The committee discussed the 2008 Annual Meeting held in Dallas October 11-15 by area of responsibility.

Linda got many good ideas from the Dallas meeting for decorating. She saw many inexpensive ideas that worked very well. She also took note that there were arrangements on tables during breaks. As the 2009 Annual Meeting gets closer, she will check with the Doubletree Hotel to see if there are arrangements available for use for these tables.

James paid close attention to the social events. He noted that the music at the welcome reception was too loud for attendees to have conversation. This will change for the meeting in Tulsa. The DJ at the banquet at the Frontiers of Flight Museum was great. The committee agreed that a DJ has more flexibility as far as music selection is concerned.

There was some discussion about the banquet in Dallas being held on Monday evening rather than Tuesday as had been traditionally done at past meetings. Dohn explained that the Dallas meeting changed the event to Monday as many attendees were not able to spend an extra night in a hotel to attend the function on Tuesday. The committee would like to know if the attendance was higher on Monday evening at this meeting than it has been at past meetings where the event had been held on Tuesday evening. There was some discussion about the possibility of changing the dinner/dance event at the Philbrook Museum from Monday to Tuesday. The majority of the committee was not in favor of this. Most committee members thought holding the major social event of the meeting on the last night was a nice way to close the meeting. Toni will call the Philbrook Museum and determine if the event could be changed to Monday or not.

James would also like to see more explanation of events in the program. For instance, he thought more explanation for the newcomers' reception would be helpful for newcomers.

Peggy and Lynn both reported that the hospitality at the Dallas meeting was outstanding. Toni took pictures of the hospitality booth. The hotel provided a menu notebook at the hospitality table. Lynn is already working on restaurant guides and local attractions for Tulsa. She would like to include information about libraries and bookstores in the area. It was recommended that the hospitality booth have a first aid kit, stamps and information about King's Pointe shopping center which is located across the street from the Doubletree Hotel. It was also suggested that the hospitality committee recruit library students as volunteers to sit at the hospitality booth. The hours the hospitality booth will be open will be posted in the program each day.

The registration for the Dallas meeting went very smoothly. Lynn reported that SCC/MLA is working on what needs to happen to be able to use PayPal for registration. This should reduce the cost involved with the credit card charges collected by RegOnline. The registration desk should have a printer and a copier. Lynn will begin looking for badge holders with a zipper pocket for tickets for name tags.

Dohn and Stewart made some contact with vendors and exhibitors during the Dallas meeting. It was recommended that vendors/exhibitors not pay through RegOnline. A form with instructions of how to pay by check will be developed with a link that vendors/exhibitors can use to register their attendance at the 2009 meeting. This form should go up on the website as soon as the website is launched.

Toni reported that the food at the meeting in Dallas was great. She did mention that it would be nice if the Dine Around would have started earlier than 7:30 p.m.

Linda reported that the bag used for the packet given out at registration was inexpensive. She will be getting some samples for the committee to view. Toni recommended that Linda work with Third Floor Designs to get the program ready for the printer. The items for the program for the 2009 meeting will be due by September 25, 2009.

The printing/signage in Dallas was acceptable. The committee would like to see an art deco design on the signs used around the hotel in conjunction with the meeting. The printer at the hospitality booth will be used to change or make new signs as needed. Junie noted that there was no sign thanking SCAMeL for the Research Awards at the Dallas meeting.

It was noted that the publicity and promotion committee should notify the news media that the event is taking place in Tulsa a short time before the meeting begins.

The committee in Dallas paid \$5,000.00 to a contractor to assist with the AV/computing equipment at the hotel. The paper presentations were the main items that required AV equipment.

Junie received \$5,000.00 in seed money from SCC/MLA. Beth and Stewart will go with Junie to open a bank account as three signatures are required on the account. Junie is also waiting to get the right tax identification number to use to open the account.

James will begin a search for a DJ for the dinner/dance event at the Philbrook Museum. When he has made some inquiries, he will post the music selections on line that the DJ has available. Committee members will be able to view these selections outside of the regular LAC meeting to save time. James will also begin exploring the idea of Tour Around for the event on Monday evening (or Tuesday if the Philbrook event is changed). It was suggested that the Tour Around be fully explained and included in attendees' packet at registration. James would like to see groups go out to different parts of Tulsa. The explanation of each area would give attendees a clear idea of which Tour Around to sign up for that most interests them.

It was decided that Junie, Linda, and James will join Toni on the facilities/catering committee.

The 2009 SCC/MLA Program Committee voted on the theme for the Annual Meeting. The theme is "The Art of Information."

Dohn reported that Joy Summers-Able would like to be included as a member of the LAC. Beth will contact Joy about this.

Beth will contact the Doubletree Hotel to arrange a meeting to look at the facility with a better idea of what this group will need after having attended the meeting in Dallas. In particular, she will find out if there is a room available for storage on the same level as where the meeting will be held.

Beth will also contact Regina Lee, treasurer, to find out how soon the budget will be available from the Dallas meeting so that the committee will have a better idea of the cost of the meeting in Dallas per event.

The next meeting will be held Thursday, November 21, 2008 at the OU-Tulsa Medical Library.

The meeting adjourned at 4:20 p.m.