

# **SCC/MLA 2009 Annual Meeting Local Arrangements Committee Meeting Minutes November 20, 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, James Donovan, Danna Giovi, Toni Hoberecht, Junie Janzen, Linda London, Dohn Martin, and Lynn Yeager.

Beth opened the meeting.

Stewart reported that he and Dohn have been meeting about sponsorships. They are working on developing a form for the exhibitors and sponsors to use. There was some discussion about this form being a link on the 2009 Annual Meeting webpage. This is to avoid the expense of exhibitors registering using the RegOnline Software. Exhibitors and sponsors should be able to pay fees using PayPal. Beth will talk with Melissa about her plans for getting the 2009 Annual Meeting webpage up on the SCC/MLA website.

Beth informed the committee that Sandra Martin has resigned from the committee. She would like to help during the annual meeting perhaps at the hospitality booth.

The decorating and social events subcommittee has combined with the facilities and catering subcommittee. The new subcommittee will be called events. Toni, James, Linda, and Junie will be the members of this subcommittee.

Toni reported that she is working on a list of events that would be open for sponsorship. She will give this list to Dohn and Stewart when it is prepared so they will have information to approach possible sponsors with.

Beth, Dohn, RD Bell and Danna visited the Doubletree Hotel on November 12, 2008 and met with Susan Flatt. This site visit was to get an idea if there is enough space reserved for the 2009 Annual Meeting. Danna prepared a spreadsheet listing the number of rooms and attendees reserved at the 2008 Annual Meeting. This spreadsheet was emailed to Susan Flatt to assist her in making sure there are enough rooms reserved for the meeting. These spreadsheets were handed out to the committee along with a map of the Doubletree Hotel. Beth also reported that the internet connection at the hotel will be changing after January 13, 2009. Another meeting will be scheduled with Susan Flatt after that date to learn all the details of this change.

There was some discussion about having the exhibits on Tuesday rather than Monday and presented papers on Monday. If the exhibits were on Tuesday, exhibitors could be invited to the event at the Philbrook Museum. There will be further discussion on this issue.

The Philbrook Museum event will remain on Tuesday evening to close the conference. The Philbrook Museum does not host events on Monday as the museum is closed.

The notebooks from the 2008 Local Arrangements Committee have not arrived yet. (NOTE: These notebooks have been shipped per email from Kelly Gonzalez dated November 25, 2008.)

Junie and Beth will go to Arvest Bank following this meeting and open the checking account. Junie reported that Melissa has turned in her receipts for reimbursement of expenses for the booth at the 2008 Annual Meeting. Junie will reimburse her as soon as she receives checks for the account.

Beth will need to fill out a credit application for the Doubletree Hotel. References are needed from the two previous hotels used by SCC and two trade references. The caterer in Dallas was suggested.

Lynn is working with the Tulsa Chamber of Commerce in regard to the hospitality booth. The Tulsa Chamber of Commerce has a Department of Convention Services. She will be investigating their services as well as finding out about volunteers from the chamber that could possibly assist at the hospitality booth.

The planning for events is well in process. Toni has received the contract from Philbrook Museum. Beth will need to sign the contract and deliver to the Philbrook Museum along with the \$500.00 deposit. Junie

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will send a check to Beth for \$500.00 as soon as the checks arrive for the account. Toni will email a copy of the contract to Junie for her records.

Linda is working on getting samples for the bag for the packet. She will present 3 or 4 options to the committee at the next meeting to vote on. Stewart or Dohn will contact Ebsco and find out if Ebsco would like to sponsor the bag. If sponsored, Ebsco's logo will then be screenprinted on the bag.

Any suggestions for the program should be sent to Beth. She will forward any ideas to Nancy Burford.

The next meeting will be January 16, 2009 at the OSU-Tulsa campus at 2:00 p.m. Meeting room location will be emailed prior to the meeting.

Meeting adjourned at 3:10 p.m.