

SCC/MLA 2009 Annual Meeting

Local Arrangements Committee Meeting Minutes

January 16, 2009

The meeting of the Local Arrangements Committee was held at the OSU-Tulsa campus in the Tulsa Room. Those in attendance were Beth Freeman, Peggy Cook, James Donovan, Danna Giovi, Toni Hoberecht, Melissa Kash-Holley, Jamey Lamb, Linda London, Dohn Martin, Dave Money, Scott Murray and Lou Ann Thompson.

Beth opened the meeting by informing the committee that she has the contract signed and ready to the deliver to the Philbrook Museum with the \$500.00 required deposit.

The information from the 2008 Local Arrangements Committee arrived. Dohn made a copy of the CD that was in the box for each committee member. This CD contains files with information from the 2008 Annual Meeting. The box also contains ribbons and the registration banner.

The internet policy for the Doubletree Hotel has not been revised yet. Revision in the policy is expected sometime soon. Susan Flatt, sales representative, was unsure when the revisions will be made. Beth will inform the committee as soon as she knows what the revisions are.

There was some discussion regarding moving the exhibits from Monday to Tuesday. Exhibitors will receive one free ticket to the Philbrook event on Tuesday evening. The discussion was whether exhibitors would be more likely to stay for the event on Tuesday evening if the exhibits were held on Tuesday. It was decided to leave the exhibits on Monday as the exhibits bring a lot of energy to the annual meeting and get the meeting off to a great start.

Beth brought up the fact that there were many drawings during the exhibits at the 2008 Annual Meeting. She will find out from the 2008 Local Arrangements Committee Chairman if these giveaways were donated or part of the budget.

Toni is working on a list of items that will need sponsorship. Some of the items she is already aware of are the breaks during the annual meeting, the program printing, and the keynote speaker. Beth suggested that other state organizations might be willing to sponsor an item similar to GOAL sponsoring the coasters. Beth will discuss this possibility with Nancy Burford, SCC/MLA President.

The Events Subcommittee, consisting of Toni Hoberecht, James Donovan, Linda London and Junie Janzen is meeting monthly. This subcommittee will bring a report to the next Local Arrangements Committee meeting.

Linda presented 5 bag options for the tote bag to be given to each meeting attendee. The committee narrowed those options down to two possibilities. Dohn will find out if Ebsco is willing to sponsor the bags and how much budget Ebsco has for this sponsorship. Ebsco's logo along with the annual meeting logo will be screen printed on each bag.

Melissa suggested a survey of membership be sent to get an idea of how many members are planning to attend the annual meeting in Tulsa. This would help the committee better plan for the number of bags to order along with other arrangements that need to be made. Beth will contact Nancy Burford to get approval to send this survey.

Linda needed clarification about the badge holders that will need to be purchased. It was clarified that this is part of Lynn's responsibility as registration chairman.

The Printing and Signage Subcommittee consisting of Toni Hoberecht, Scott Murray and Dave Money has been communicating via email. This subcommittee plans to have a preliminary list of signs that will need to be prepared for the annual meeting at the next Local Arrangements Committee meeting.

Melissa and Lynn will be traveling to Dallas on February 8, 2009 to meet with John Crossno. They will be getting trained in the RegOnline software that will be used for registration. They will also be working to create the 2009 Annual Meeting website within the RegOnline software.

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Linda will work up a mock design for the Frankhoma pottery coasters to be given to each annual meeting attendee using the SCC/MLA official logo. She will send the design to Beth. Beth will then forward the design to Nancy Burford for approval.

The committee welcomed new member Lou Ann Thompson from the OSU Medical Center Library. She will join Lynn on the Registration Subcommittee. Also joining the committee is Yolanda Sampson. Yolanda is on staff at the OU-Tulsa Medical Library. She will also join the Registration Subcommittee.

The next meeting will be Friday, February 13, 2009 at 3:00 p.m. on the OSU-Tulsa campus in the Tulsa Room (subject to availability).

The meeting adjourned at 3:40 p.m.