

# **SCC/MLA 2009 Annual Meeting**

## **Local Arrangements Committee Meeting Minutes**

### **February 13, 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, Stewart Bower, Peggy Cook, James Donovan, Danna Giovi, Junie Janzen, Melissa Kash-Holley, Jamey Lamb, Dohn Martin, Dave Money, Scott Murray, Yolonda Sampson and Lynn Yeager.

Beth opened the meeting by welcoming Yolonda to the committee. She shared that she and Danna had a meeting with Susan Flatt at the Doubletree Hotel earlier that day to discuss preliminary scheduling of meeting rooms. She also reported that the new internet policy is still not in place with the hotel. Susan will let Beth know as soon as that policy has been put in place.

Junie reported that there have been two deposits made into the checking account successfully using PayPal. These deposits totaled 25 cents. The balance in the checking account is \$5,569.28.

Beth took the \$500.00 deposit and signed contract to the Philbrook Museum. The event coordinator at the Philbrook Museum recommended that Toni and the event committee contact the caterer as soon as possible to begin planning the food for the Tuesday evening event.

Peggy has contacted Susan Bader, Hospitality Chairman for the 2008 Local Arrangements Committee. Susan is sending a list of items that were in the hospitality booth at the meeting held in Dallas. She is working on getting volunteers to work the hospitality booth. Peggy asked all committee members to email her with names of possible volunteers that would be available to work at the hospitality booth. It was suggested Peggy try to get volunteers from Hillcrest hospital, Tulsa Chamber of Commerce, and/or University of Oklahoma library students.

Lynn reported that she, Melissa and Peggy went to Dallas to meet with John Crossno, Registration Chairman, for the 2008 Local Arrangements Committee. John gave them step by step instructions for using the RegOnline software that was very helpful. John also shared problems that were encountered last year. Lynn will need to meet with Beth and Toni to decide on the cost for registration. This will need to be approved by the SCC/MLA Executive Committee.

The registration booth will be open for the 2009 Annual Meeting beginning at **noon** on Friday, October 16<sup>th</sup>. Danna will let hotel know of this change. Hotel contract shows registration beginning at 5:00 p.m. Lynn would like a list from each institution of staff members that would be interested in working the registration desk. These volunteers will need to be trained. Lynn will contact each person once she has received names. Committee members are asked to email Lynn with these names.

Toni has sent a list of sponsorship opportunities to Dohn according to James. James asked that all committee members contact him with suggestions for DJs, bands, piano players, stringed quartets, etc. for him to check out for the events on Sunday and Tuesday evenings. He would like samples of music or websites to check out. This is the "last call" for input from the entire committee. He is considering recorded music for Sunday evening's event featuring music from Oklahoma in a variety of genres.

EBSCO has agreed to donate the bags to be given to each attendee. EBSCO will order the bags and have the bags printed with the EBSCO logo and the annual meeting logo. Dohn is working with the 2008 Local Arrangements Committee to get a list of how much each vendor donated at last year's annual meeting. He would like to send a letter thanking vendors for their sponsorship last year and ask them for sponsorship for this year. The 2008 Annual Meeting received \$8,000.00 from vendors in sponsorship. Beth suggested Dohn contact Dell because of the large contract Dell has with Oklahoma State University. Dohn and Stewart may contact vendors at the Oklahoma Library Association Conference in April.

The coaster design submitted by Linda has been approved by SCC/MLA.

Melissa will be working on the website. During the visit with John Crossno, it was determined that RegOnline can host the website.

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The Printing & Signage Subcommittee will need headcounts of events that will require printed programs once these numbers have been determined.

Melissa has arranged with the Tulsa Zoo to bring an armadillo to the Annual Meeting. It was decided that the armadillo would be on display during the exhibits. This might draw attendees into the exhibit hall.

Beth asked all committee members to share any ideas for the program with her or Jamey as they are each members of the Program Committee. Some suggestions were a presentation on practical applications of Web 2.0 or some library school faculty research. President Clancy of University of Oklahoma-Tulsa was suggested as a possible speaker.

Danna prepared a Local Arrangements Committee Membership Roster with information from each committee member. This will be emailed to the committee.

The next meeting is scheduled for March 27, 2009 at 3:00 p.m. on the OSU-Tulsa campus. The meeting will be held in **North Hall Room 140**.

The meeting adjourned at 4:30 p.m.