

SCC/MLA 2009 Annual Meeting

Local Arrangements Committee Meeting Minutes

March 27, 2009

The meeting of the Local Arrangements Committee was held at the OSU-Tulsa campus in North Hall Room 140 at 3:00 p.m. Those in attendance were Beth Freeman, Peggy Cook, James Donovan, Danna Giovi, Toni Hoberecht, Junie Janzen, Melissa Kash-Holley, Jamey Lamb, Dohn Martin, Dave Money, Yolonda Sampson, Lou Ann Thompson and Lynn Yeager.

Beth opened the meeting by welcoming Nancy Burford, SCC/MLA President to the meeting. Nancy came to Tulsa from College Station, Texas to do a site visit of the hotel where the 2009 Annual Meeting is to be held. Beth had all committee members introduce themselves to Nancy.

Beth reported on the site visit to the Doubletree Hotel with Nancy and Danna. The hotel internet policy for the meeting rooms is still not in place. Susan Flatt, sales representative, is not sure when that policy will be in place. Nancy commented that she thought the Doubletree Hotel at Warren Place is a very nice facility for hosting the 2009 Annual Meeting.

It is important that conference attendees call the Doubletree Hotel at Warren Place directly for a shuttle ride from the airport. The airport phone bank lists only the Doubletree Hotel Downtown location. If a conference attendee was taken to the Doubletree Downtown Hotel, the attendee would have to take a cab from that hotel to the Doubletree Hotel at Warren Place. Melissa will include this information on the website under "Ground Transportation."

Junie asked each committee member to review the proposed budget and let her know any budget adjustments for each subcommittee's area of responsibility.

Lynn reported that she, Junie, Beth and Danna met to discuss registration fees. It was decided to try to keep the registration fee the same as the fees charged for the 2008 Annual Meeting held in Dallas. The fees will be approved by the SCC/MLA Executive Board at its meeting scheduled for April 24, 2009.

Lynn is preparing a survey to be sent to the membership about expected participation in this year's Annual Meeting. The survey will ask the members if they plan to attend the meeting in Tulsa. If they are unable to attend, please explain why. The survey will also include which package members expect to register for, do members plan to submit a paper, and do members plan to take a continuing education class. Nancy asked Lynn to also include a question asking members whether or not they are attending the MLA Conference in Honolulu in May. Lynn will have the survey up on April 6, 2009 and members will have two weeks to respond.

An email invitation will be sent to MLA members in Kansas and Missouri to attend the meeting in Tulsa. Lynn will work with state organizations in Kansas and Missouri to invite their members.

Melissa has the 2009 Annual Meeting website up at www.scmla.org with links to the hotel, the Philbrook Museum, art deco information and other general information about the meeting. She has also added the logo to each page of the website.

Peggy is working on compiling items for the notebook for the hospitality booth including things to see and places to go in Tulsa. She plans to contact library students at University of Oklahoma to volunteer at the booth.

James reported the event subcommittee is meeting regularly. The subcommittee met at the Philbrook Museum and has a plan for the off-site event for Tuesday evening. The staff at the Philbrook Museum was very helpful in planning this event. A more detailed report will be given at the next Local Arrangements Committee meeting.

James would like any committee member with an idea for the Monday evening Dine Around/Tour Around to write up the idea and send it to him in an email before the next Local Arrangements Committee meeting if possible.

Linda showed a picture of the tabletop arrangements she is planning for the decorations. The decorations will include the Indian blanket flower which is native to Oklahoma and will have postcards depicting scenes from Tulsa. These will be used at the Welcome Reception. These same centerpieces will be used at the Business Luncheon with the 2009 Annual Meeting logo in place of the postcards. The centerpieces for the event at the Philbrook Museum will feature red carnations and the Oklahoma rose. It was suggested that Linda prepare table tents that explain that the flowers being used are native to Oklahoma.

Dohn and Stewart have been contacting vendors to exhibit and/or provide sponsorship. The goal is to have 40 booths in the exhibit hall. The exhibit fee is \$600.00. Melissa has added a link for exhibitors on the website. Dohn and Stewart are making the initial contact by phone and following up with an email. These vendors have agreed to sponsor items so far: EBSCO is sponsoring the tote bags, Ovid is sponsoring the name badges, and Elsevier will sponsor the program. Nancy asked to be kept in the loop with sponsorships.

Melissa sent an article to be published in the SCC/MLA newsletter regarding the meeting in Tulsa. She will send out an e-postcard to invite the membership to the meeting. She is also working with the Tulsa Zoo to bring "Van" the armadillo to the meeting on Monday during the exhibits.

Nancy commended the committee on a great job getting the plans up and running for the meeting in Tulsa. She especially asked that the group keep focused on what makes Tulsa special and highlight that throughout the meeting.

Nancy also reported that the Continuing Education Committee is working on keeping costs down this year. They have the list of topics narrowed down to 10-12 topics of interest to the membership.

Melissa has asked Dr. Raj Basu, Vice President of Academics, at Oklahoma State University-Tulsa, to be a possible speaker for the HLIS Luncheon during the Annual Meeting. She recently heard Dr. Basu give a talk entitled "The Art of Influence" and thought this topic would fit perfectly for the HLIS luncheon. Dr. Basu's speaking fee would be \$500.00. Beth will let him know that she is involved with this meeting as Dr. Basu is her supervisor.

Beth will be attending the SCC/MLA Executive Board meeting on April 24, 2009 in Dallas. She must prepare a report for this meeting. The report must include the following information:

Meeting theme:	"The Art of Information"
Dates:	October 16-21, 2009
Location:	Doubletree Hotel Warren Place, Tulsa, OK
Guest Room Rates:	\$89.00 + tax = \$101.03
Proposed Reg. Fee:	
Discounts:	
Deadlines (early bird):	
Special Events Costs:	
Exhibit Fees:	
Sponsorships Received to Date:	

Any committee member that has information for this report should send an email to Beth by April 15, 2009.

Margaret Vurgin is the official SCC/MLA photographer. She will photograph the Annual Meeting.

The next meeting will be held on May 8, 2009 at 2:00 p.m. on the OSU-Tulsa campus.

The meeting adjourned at 5:00 p.m.