

# **SCC/MLA 2009 Annual Meeting**

## **Local Arrangements Committee Meeting Minutes**

### **May 8, 2009**

The meeting of the Local Arrangements Committee was held at the OSU-Tulsa campus in the Tulsa Room 2:00 p.m. Those in attendance were Beth Freeman, Peggy Cook, James Donovan, Danna Giovi, Junie Janzen, Linda London, Dohn Martin, Scott Murray, Yolonda Sampson, Lou Ann Thompson and Lynn Yeager.

Beth opened the meeting by reporting that she attended the Executive Board and Chapter Advisory Council Mid-Year Business Meeting on April 24, 2009 in Dallas, Texas. She delivered a report to this group which shared what the Local Arrangements Committee has been working on. Danna will email this report to all committee members.

While at this meeting, it was reported that the last few Annual Meetings have ended with a deficit. The Executive Board encouraged the LAC to try to break even this year. Beth assured the Executive Board that the LAC was doing all it could to stay within budget.

Beth has sent an email to President Nancy Burford regarding the Midcontinent Chapter being invited to attend the Annual Meeting in Tulsa at the same rate as the South Central Chapter members. This will be sent to the Executive Board as a motion to approve.

Marty Thompson is working with Beth to secure speakers for the three Plenary Sessions. Marty is working to contact Therese Southgate of JAMA as the first speaker. If she is unavailable, then Marty will approach the curator of the History of Science Museum in Norman. Dr. Brian Yeaman has agreed to speak on electronic medical records at the second session. Beth is working to secure Dr. William Pettit of Oklahoma State University, Center for Health Sciences, to join Dr. Yeaman and speak about rural health in Oklahoma. The final session will be presented by someone from the National Library of Medical about emergency preparedness.

Junie reported that four exhibitors have paid the booth fee. There have been expenses paid to Frankhoma for the coasters and a deposit to Party Pro for the exhibit booths. There is over \$7,000.00 in the account.

Peggy will be contacting businesses at the King's Pointe shopping center located across from the hotel about providing discounts to the attendees. Lynn will work with Peggy on getting volunteers for the registration and hospitality booths. Lynn will send out a call for volunteers with groups she and Peggy are associated with.

James reported that the Events Subcommittee will have a full report at next month's meeting. He would like any committee member that has ideas for Tour Arounds to email him those ideas. Committee members also need to let him know if they are willing to host a Tour Around.

The Philbrook Museum of Art event will be as follows:

- Buses will be at the hotel to take attendees to the museum at the close of the last plenary session.
- Music will be playing as attendees arrive.
- Guests can tour the museum until dinner is served.
- Dinner will be served from 7:00-8:00 p.m.
- There will be recorded music during dinner.
- Buses will begin taking attendees back to the hotel at 8:00 p.m.
- Dancing will be from 8:00-9:30 p.m.

There was some discussion on deadlines for when items need to be accomplished by the LAC. Danna will put together a calendar for the committee using the Procedures Manual as a guideline so the committee will all have these dates.

Dohn reported that he has agreements from 12 vendors to exhibit.

The tote bag that was sponsored by EBSCO did not include EBSCO's logo on the bag. EBSCO did the ordering and screenprinting of the bag. It does include the SCC/MLA Tulsa logo. It was decided to acknowledge EBSCO's sponsorship of the tote bags in the program

Dohn has a list of all potential sponsorship opportunities that he will use as he approaches vendors for sponsorships.

Marty Thompson has agreed to bring stands for the posters from the University of Oklahoma Health Sciences Library. This will save on the expense of renting poster stands locally.

Lynn is training Yolonda to use RegOnline as she will be assisting Lynn with the registration.

There was some discussion on what hotels to list on the website as alternative sites to the conference hotel. Several hotels within a two mile radius of the conference hotel will be listed on the website in case the conference hotel fills up.

Danna reported that Melissa needs content for the website as soon as committee members have items to post.

Linda presented two Frankhoma coasters to vote on. One was a cobalt blue color and the other was black. The committee voted on the black coaster.

Linda also purchased three items of Frankhoma pottery that she is donating as silent auction items.

Gift bags will need to be provided for the speakers. This will be the responsibility of the Program Committee.

The form to request AV needs to be on the website. Dohn will make sure Jamey gets this ready. This form needs to be on the website by June 26, 2009.

RD Bell has agreed to be responsible for recycling at the hotel during the annual meeting. He will contact recycling companies about containers to use.

The tentative program was handed out. As this program gets closer to be finalized, it will be posted on the website.

The next meetings are scheduled for *June 19<sup>th</sup>, July 24<sup>th</sup>, and August 21<sup>st</sup>*. All meetings will begin at 2:00 p.m. Danna will contact the committee with the location. All meetings will be held on the OSU-Tulsa campus.

The meeting adjourned at 4:20 p.m.