

# **SCC/MLA 2009 Annual Meeting**

## **Local Arrangements Committee Meeting Minutes**

### **July 24, 2009**

The meeting of the Local Arrangements Committee was held at the OSU-Tulsa campus in the Tulsa Room at 2:00 p.m. Those in attendance were Beth Freeman, Peggy Cook, James Donovan, Danna Giovi, Toni Hoberecht, Junie Janzen, Jamey Lamb, Linda London, Dohn Martin, and Dave Money.

Beth opened the meeting by asking Junie to give the Treasurer's Report. The current balance in the checking account is \$10,409.11. Junie reminded committee members if they have incurred any expense related to the meeting to fill out the reimbursement form and get it to her. She will then cut a check for reimbursement. Junie also reported that Ovid has donated \$500 for the name badge holders. There has been a request to place an ad in the program. Dohn and Stewart will come up with pricing for that. Junie spoke with the auditor that audited last year's Annual Meeting books. The auditor stressed the importance of keeping a very good paper trail on any cash received at the conference. Junie will contact the fundraising committee before the meeting to make sure there is a good record keeping system in place.

Toni reported on behalf of Lynn that the registration through RegOnline is 85% complete. Lynn will be out of state the last week of July. She plans to have the registration ready for a test the first week of August. Lynn will send a test link to members of the Local Arrangements Committee.

Toni shared that the events subcommittee has named each of the special events for the annual meeting. These names need to be shared with Scott as he is working on printing the tickets for each event. The welcome reception on Sunday evening is titled "Take Me Back to Tulsa" and the evening at the Philbrook Museum is "The Art of Dining." Toni will meet to discuss catering menus with the hotel and the Philbrook Museum in September.

James has secured a DJ for the Philbrook Museum event for \$375.00. He has also arranged for Lillian McConnell to play piano as guests arrive at the museum. The cost for this is \$125.00.

Peggy showed the committee the notebook she has put together for the hospitality booth. This notebook includes a variety of places of interest around Tulsa. Peggy asked committee members to email her with any suggestions or additions for the notebook.

Dohn has not had any more commitments from vendors for exhibit booths since the last meeting. He also reported that there are no sponsors for any of the breaks.

Linda showed the coasters that will be given to each attendee. The coasters have been paid for. Linda is also donating a "Made in Oklahoma" pillow for the basket that is to be given to the "Take Me Back to Tulsa" luggage tag drawing winner. The packet stuffing party is planned for October 9, 2009 at noon in the Tulsa Room on the OSU-Tulsa campus. Any committee member that has items for the packet should have these items prepared and ready by that date.

David reported that Scott has been working on templates for tickets for events and other items that will need to be printed.

Jamey has sent AV Request forms to all program committee members asking that AV needs be addressed. The deadline for these request forms is August 15, 2009.

Beth reported that Dr. Greenberg from the National Library of Medicine will be the speaker at the first general session. He will be speaking on the history of medicine.

The next meeting will be held on Friday, August 21, 2009 at 2:00 p.m. in the Tulsa Room on the OSU-Tulsa campus.

The meeting adjourned at 3:20 p.m.