

# **SCC/MLA 2009 Annual Meeting**

## **Local Arrangements Committee Meeting Minutes**

### **August 22, 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, Stewart Brower, Peggy Cook, James Donovan, Danna Giovi, Toni Hoberecht, Junie Janzen, Linda London, Dohn Martin, Dave Money, Scott Murray, Lou Ann Thompson and Lynn Yeager.

Beth opened the meeting by asking Junie to give the Treasurer's Report. The current balance in the checking account is \$13,566.00. This balance does not include any of the funds received for registration. The name badge holders have been purchased for \$343.00. Junie also reminded all committee members to keep the budget in mind when making any purchases.

Lynn reported that the registration is open on the website. There are 31 registrants as of this meeting. There is a problem with RegOnline printing the receipts. Lynn is working with RegOnline to resolve that issue. She has purchased 100 name badge holders with the SCC/MLA Annual Meeting Logo. GoLocal Oklahoma is donating 180 name badge holders with its logo that will be used as well. Money will be saved by using these donated name badge holders. Lynn plans to send out weekly reminders by email to all SCC/MLA members about registering for the meeting. The early bird registration deadline is September 18, 2009. There have been two registrants from the Mid-Continent region.

Beth reported that the room block at the hotel for Friday and Saturday night is already full. The hotel was able to add 10 more rooms to each block.

Peggy passed the hospitality notebook around. She has asked committee members to let her know if there are any other businesses that should be added to the notebook. Peggy would also like to visit the businesses in the shopping center located across from the hotel. She would like to ask for discount coupons or door prize donations. Beth and Scott volunteered to go with Peggy to visit these businesses.

Lynn will prepare an email to send to those that are interested in volunteering at the registration and hospitality booths. All committee members should forward to Lynn the names of those in their institutions that are interested in volunteering.

Toni will be finalizing the menus with the caterers for the various special events in September.

Dohn reported that there are 20 confirmed exhibitors.

Linda shared that the Chamber of Commerce is providing a 64 page brochure about Tulsa for the packets. She is looking for a safety brochure about traveling safely to include in the packets. The committee will stuff the packets on October 9, 2009. All committee members should bring 225 copies on any insert that should be stuffed in the packets.

Melissa has started to work on the program. Dohn brought up that it has been decided that ads may be placed in the program. The cost is \$50 for a half page and \$100 for a full page. EFTS is interested in placing an ad in the program.

There was a blurb put in the SCC/MLA newsletter reminding members to register for the annual meeting. Melissa has been working to keep the website up to date. She has posted the rules for the "Take Me Back to Tulsa" luggage tag contest. The prize will be given during the business luncheon. She has also placed an item on the exhibits page about meeting Van, the armadillo from the Tulsa Zoo.

Scott has prepared the design for the printed tickets for each event. He will use a different color paper for each event so the tickets are easily identifiable. There was some discussion about alcohol tickets. It was decided to purchase a roll of tickets to be used for these.

The request for A/V equipment has been sent out to all presenters. Beth will contact the LAC Chairman for the 2010 Annual Meeting to be held in Austin to find out what that committee will need for A/V for the invitation to next year's meeting.

Local Arrangements Committee Meeting Minutes

August 22, 2009

Page 2

Melissa will prepare the online evaluation for after the meeting using Survey Monkey. She will have this prepared ahead of time. A link will then be emailed out to the membership after the annual meeting.

The next meeting will be held on Friday, September 11, 2009 in the Tulsa Room on the OSU-Tulsa campus.

The meeting adjourned at 3:20 p.m.