

SCC/MLA 2009 Annual Meeting Local Arrangements Committee Meeting Minutes September 11, 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, RD Bell, Stewart Brower, Peggy Cook, James Donovan, Danna Giovi, Toni Hoberecht, Junie Janzen, Jamey Lamb, Linda London, Dohn Martin, Dave Money, 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 over \$25,000. This balance does include a check from RegOnline. Junie asked committee members to get any receipts to her for reimbursement as soon as possible. Junie also reported that 99 people have registered for the meeting so far.

Peggy reported that she, Beth and Scott visited Kings Point Village located across from the conference hotel to ask business owners to offer discounts to SCC/MLA members during the conference. Thirteen businesses confirmed they would offer 10% discounts to members that show their name badge during the conference. A list of businesses will be available at the hospitality booth.

James will be communicating via email with committee members asking for assistance with specific events. Marty Thompson will be bringing two vans from Oklahoma City to help with the Dine/Tour Arouns. James asked committee members planning to host a Dine Around to verify that the restaurant they are choosing is actually open on Monday evenings.

Toni is working to get the menus chosen for all events at the hotel. She will be meeting with Philbrook to get that menu finalized as well.

Dohn has commitments for 20 exhibit booths. The Local Arrangements Committee for the 2010 Annual Meeting in Austin has contacted him and will have a booth in the exhibit hall at no charge. Dohn is still working with ProQuest about the possibility of an exhibit booth. Stewart is working with Majors to sponsor a booth as well. ExamMaster is not exhibiting, but has agreed to send a door prize. Stewart and Dohn will take care of getting door prize donations for the drawing in the exhibit hall on Monday of the annual meeting.

Melissa was unable to attend the meeting. She sent a report via email that Danna shared. She is in the process of developing the evaluation survey that will be sent out at the conclusion of the annual meeting. She is still sending out Tweets on Twitter. There are 40 followers. She is working on the program. She plans to have it printed and ready for the packet stuffing on October 9, 2009.

Beth reported that Scott has the tickets ready to be printed for each event. Scott needs colored paper for these tickets. Danna will email Scott and let him know that he can use colored paper at the OSU-Tulsa library.

Jamey received an email from Kerri Christopher, CE Co-Chair, about preparing handouts for the CE classes. Danna will email Kerri and let her know that she can take care of all hand out preparation.

Jamey has been receiving requests for A/V needs for the annual meeting. He is coordinating with RD to gather all the necessary equipment to save costs at the hotel. Stewart is providing laptops for the internet café. The internet access at the hotel was clarified that the charge is \$50 per day per room for wired internet access.

There will be leftover Frankhoma pottery coasters. It was decided that some of these could be sold as a fundraiser.

Melissa has sent an email requesting cell phone numbers of all committee members. This list will be emailed to the committee just before the conference.

There was some discussion regarding volunteers having to register to attend general sessions, papers and exhibits. Dohn made a motion and Jamey seconded that volunteers be allowed to attend general sessions,

papers and exhibits without registering for the conference. Volunteers also do not have to be members of SCC/MLA. The motion failed.

Lynn shared that 3 of 9 CE classes have reached the breakeven point. The early bird registration date is September 17, 2009. It was agreed to extend this deadline by one week to September 24, 2009. Lynn will send an email announcing the extension.

RD has agreed to be responsible for recycling at the annual meeting. He will obtain containers for paper, aluminum and plastic.

It was suggested that to save costs for next year's meeting, the name badge holders be recycled. There will be a box available at the close of the last general session that meeting attendees can place their name badge holders.

The meeting adjourned at 3:40 p.m.