

# **SCC/MLA 2009 Annual Meeting**

## **Local Arrangements Committee Meeting Minutes**

### **October 2, 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, Peggy Cook, James Donovan, Danna Giovi, Toni Hoberecht, Junie Janzen, Jamey Lamb, Linda London, Dohn Martin, Scott Murray and Lynn Yeager.

Beth opened the meeting by asking Dohn to give an update on exhibits. There are 22 exhibitors. The door prize drawing will be held at 3:00 p.m. during the exhibits. Dohn will need a printout from RegOnline of all those registered for the conference. Lynn will provide this list to Dohn. He will cut the names into strips to be used for the drawing. Every registered attendee will be entered in the drawing and must be present to win. Scott will make signs for outside the exhibit hall advertising the drawing and stating that attendees must be present to win. Dohn will make a flyer for the packet as well. Dohn would like to invite Ryan Miller from the OSU-CHS Alumni Association to be the master of ceremonies for the drawing. There are 6 door prizes donated so far. Beth asked each committee member to try to get one donated item for the drawing.

Junie reported that there is over \$36,000 in the checking account. This does not include the October check from RegOnline. She reminded the committee that this balance includes \$5,000 in seed money that will need to be returned to SCC/MLA. Junie also handed out the Request for Reimbursement forms. She asked that these be filled out and returned to her with receipts for any funds committee members have spent using their own money for conference items. She also asked that all expenses that are to be incurred have been given to her in advance so she can make sure there are funds in the budget.

Lynn shared that there are 177 attendees registered. The CE numbers are looking good as well. Lynn met with Lou Ann to go over the check-in process. They have prepared notebooks for volunteers at the registration booth to reference. There are a large number of volunteers for the Registration and Hospitality booths with most time slots being filled. Lynn will send an email to all volunteers reminding them of their assigned time slot. Lynn is also working on the name badge inserts using RegOnline.

Dohn and Jamey will bring a computer and printer that will be in the staging area (Denver Room at the hotel). This will be available for signage and other needs that may arise during the conference.

Peggy handed out the volunteer list of names and time slots. Lynn will send the latest update of the volunteers to all committee members.

Linda will need 3-4 volunteers to help put together flower arrangements on Sunday afternoon and Tuesday afternoon. She will send an email to the listserv to recruit these volunteers.

There will be a "Pedometer Contest" at the annual meeting. Danna prepared a flyer that will be in the packets. Attendees that would like to participate can pick up a pedometer at the hospitality booth. Participants will turn in the pedometer by 3:00 p.m. on Tuesday. The participant that walks the most steps will receive a \$50 Amazon.com gift card donated by Mary Ryan.

James reported that all special events for the annual meeting are well organized. Toni is working on the speaker for movie night. She has spoken with Rex Ball, a well-known expert on Tulsa Art Deco. Toni will make a flyer for the packet advertising this event and the speaker.

Any committee member that plans to host a Tour/Dine Around needs to get the following information to James by October 12, 2009:

- Where tour/dine around will be
- Time and place to meet
- Expected time of departure from the hotel
- How many attendees may participate
- A menu

Toni has gone over the event orders from the hotel. The meeting will easily meet the minimum banquet food and beverage guarantee of \$18,575.80.

James asked that Local Arrangements Committee plan to drive to the Philbrook event on Tuesday evening rather than take seats on the buses.

Linda reported that Melissa is preparing the program. Melissa will email the program to all committee members for proofreading before she takes the program to be printed. Scott has designed the cover for the program. The programs will be handed out at registration. Melissa has also prepared a document of all abstracts. This will be stuffed in the packets.

Junie will make sure that Melissa has a list of in-kind gifts received for the annual meeting to list in the program.

Jamey and RD have been working together on the AV/Computing needs for the annual meeting. Jamey has made all arrangements with the hotel for AV needs.

The packets will be stuffed on Friday, October 9, 2009 at noon in the Tulsa Room on the OSU-Tulsa campus. Danna will order pizza for this meeting.

The next meeting will be held at the DoubleTree Hotel on Friday, October 16, 2009 at 2:00 p.m. in the Boardroom.

The final wrap-up meeting will be held on Thursday, November 5, 2009 at 2:00 p.m. in the Tulsa Room on the OSU-Tulsa campus.

The meeting adjourned at 3:40 p.m.