

MHSLA
MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
LOCAL ARRANGEMENTS COMMITTEE-1997
OCTOBER 15, 1997

1. The final meeting of the Local Arrangements Committee was called to order at 1:00 on October 15, 1997 at the Dearborn Inn's Ten Eyck Tavern.
2. Committee members present: J. Emahiser, D. O'Keefe, E. O'Donnell, D. Bradley, D. Piskorowski, S. Skoglund, D. Blauet, and A. Estabrook.
3. Minutes from June 24, 1997 were distributed.
4. Subcommittee Reports

Accommodations : Sue handed in her Accommodations report which included helpful hints, questions to ask the hotel personnel, a "to do" list, floor plan of the vendor/exhibitor area, and chart of conference room arrangements.

Audio-Visuals : Audio-visual itemization & costs will be included in the hotel bill.

Exhibits/Vendors : Diane P. turned in the final report. Fourteen booths were utilized. Total of \$2980.00 was collected from the vendors.

Hospitality/Special Event : Diane O. reported that 58 people attended the special event at Greenfield Village. Total cost was \$1,274.75.

Mailing : Alexia turned in her final report & receipts. Mailing expenses included mailing labels, envelopes and postage.

Post-Conference Evaluation : Doreen distributed her final report. Included are the evaluations of each part of the conference and additional comments.

Printing : No written final report. Materials printed/photocopied include the publicity flyer, preliminary program, final program, conference registration form, hotel registration form, map to hotel, special event flyer and post-conference evaluation. The special event flyer & evaluation were printed by their respective committees.

Publicity : No written final report. Joanie reported that articles were written for the MDMLG newsletter, MHSLA newsletter and an appeared in MIDLINE. Conference and participating vendor information was included on the MHSLA Web Site.

Registration : Ellen presented her final report. 80 registrants, 13 instructors, 3 scholarship recipients, and 16 vendors/exhibitors were in attendance. Registration fees totaled \$14, 665.00.

5. Old Business

No old business.

6. New Business

Co-Chairs Diane O'Keefe and Joanie Emahiser thanked the Committee members for all of their hard work over the past fifteen months. All reports received from conference attendees were very possitive.

7. Adjournment

The final meeting of the 1997 Local Arrangements Committee adjourned at 4:10 p.m.

Joan A. Emahiser
Co-Chair
Local Arrangements Committee-1997