

**MHSLA**  
**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION**  
**LOCAL ARRANGEMENTS COMMITTEE-1997**  
**JUNE 24, 1997**  
**MINUTES**

1. The meeting of the Local Arrangements Committee was called to order at 1:00 on June 24, 1997 at Botsford Hospital.
2. Committee members present: J. Emahiser, D. Piskorowski, E. O'Donnell, P. Zorn, A. Estabrook, S. Skoglund, D. Bradley.
3. The minutes from May 15, 1997 meeting were distributed.
4. Subcommittee Reports

Accommodations : Menu choices were reviewed. Concerns were raised regarding the variety of choices for the vegetarian registrants. Diane P., Sue and Joanie will meet with the Dearborn Inn staff to finalize the menus. An itemized accounting of all costs would be requested from the hotel. Sue will get a vendor room floor plan from the hotel and send it to Diane P.

Audio-Visuals : Doris was unable to attend. Joanie reported that Doris said that she would be responsible for printing the signs for each of the sessions and for the vendor sponsored break/lunch. Doris will coordinate with Stephanie John, MHSLA Education Committee Chair, Sue and Diane P. to meet the audio-visuals needs of the speakers and vendors.

Exhibits/Vendors : Diane P. reported that there are 15 vendors registered for the conference so far. It was decided that eight foot tables would be used. Additional tables will be needed for the Archives, 1998 Local Arrangements Committee, MDMLG and at least 1 poster session. 150 conference bags will be ordered and printed with the logo, theme, dates, place, MHSLA and "Hosted by MDMLG" on the pocket.

Hospitality/Special Event : Diane O. and Joanie will make a schedule for the Hospitality/Registration desk. Special event at Greenfield Village questions include :

- Drink tickets
- Car pool sign-up sheet
- Map/directions to Greenfield Village
  - Which entrance is to be used
  - Which lot to park in
  - Ticket needed for parking

Mailing : Alexia reported that she will mail out the registration packets before or on July 1, 1997. She will get a bill as to the exact cost of the mailing, number of packets @ what cost per packet.

Post-Conference Evaluation : Doreen reported that a special evaluation is needed for those non-MLA sessions in order to receive MLA credit. In addition to the overall conference evaluation form, separate evaluation forms for each session were discussed. It was felt it would help future MHSLA Education committees in their preparations. Since there is a coordinator per session/speaker, this person could collect the session specific evaluations as people were exiting the room.

Printing : Ellen, Peggy and Sue will coordinate for the printing the final program. The final program will include the room names, times and an updated list of the vendors/contributors. Doris will print the session signs to be put by each room entrance. Joanie will print the voting paddles.

Publicity : No report.

Registration : Registration tasks to be completed or addressed :

Hospitality/Registration desk schedule - August 15th

“Give-aways”

Folders - Diane O. & Henry Ford Hospital

Pads of paper - Diane O.

Pens (hopefully) - Diane P.

Travel toothbrushes - Alexia

Brochures

Fairlane Town Center - Diane O.

Greenfield Village - Diane O.

Dearborn Chamber of Commerce - Diane O.

Henry Ford Estate - Joanie

Registration Packets

Alexia will take care of the instructor(s) packets

Diane P. will do the vendor packets.

Officer/Chair reports will be mailed to Diane O.  
by August 15.

Final program should include room names, times,  
updated vendor/contributor list.

Interior map of location of meeting rooms and the  
Alexandria Ball room (?) - Sue

Voting paddles - Joanie

Name tags - Ellen

Name tag holders - Joanie

Ribbons - Joanie

5. Old Business

The MDMLG sponsored Welcoming Reception was discussed. The reception will include :

Cash Bar

Fruit Punch - 25 .00 per gallon

Watermelon Basket - 2.25 per person

International and Domestic Cheese Board - 4.75 per person

24% service fee & tax

6. New Business

Next meeting will be held on August 19, 2:00 p.m. at the Dearborn Inn's Ten Eyck Tavern.

The final registration packet stuffing meeting will be held on September 8, 1997 from 2:00-5:00 at Botsford Hospital. Room 2-east B, unless otherwise notified.

The registration packets were stuffed and Alexia took them to be mailed out from Providence Hospital.

7. Adjournment

The meeting was adjourned at 5:00 p.m.