

MHSLA
MICHIGAN HEALTH SCIENCE LIBRARIES ASSOCIATION
LOCAL ARRANGEMENTS COMMITTEE-1997
MAY 15, 1997
MINUTES

1. The meeting of the Local Arrangements Committee was called to order at 2:10 p.m. on May 15, 1997 at the Dearborn Inn.
2. Committee members present: J. Emahiser, D. O'Keefe, D. Piskorowski, E. O'Donnell, S. Skoglund and A. Estabrook.
3. The minutes from the March 3rd, 1997 meeting were distributed.
4. Subcommittee Reports:

Accommodations : Sue reported that the vendor room would not be available until Thursday morning. Vendors can set-up starting at 5:00 a.m. Sue will check on the number of vendors that can be housed in the vendor room

and

in the adjacent hallway. Eight foot tables will be used. The number of persons attending the Board meeting/dinner was estimated at 26, room set-up will be in a square or circle. Sue will make room arrangements for the Board dinner. E-mail access for conference attendees was discussed and decided that it really wasn't needed.

Audio-Visuals: No report.

Exhibitors/Vendors : Diane Piskorowski reported that 13 vendors have agreed to exhibit at the conference or sponsor a break/lunch. The total income thus far is \$2,740.00. Diane was waiting to hear back from 2-3 more vendors.

Camera ready art of the logo is needed for printing the conference bags. Each bag will display the conference logo, theme, dates and place. 150 bags were estimated to be needed.

Diane will mail confirmations to the vendors with a note that the registration packet will follow. The Web site links of the vendors were referred on to Mike Simmons of MSU for inclusion on MHSLA Web page.

Hospitality/Special Event : Diane O'Keefe reported that the special event flyer has been completed, printed and sent to Ellen for the registration packets. Ellen will send the copies on to Alexia for mailing. The special event cost will be included with the inclusive and 2-day registration. Others will be charged \$30.00 at the time of registration. Menu at the Eagle Tavern

will include vermicelli, chicken pie (1st course), roast beef with Yorkshire pudding or vegetarian entrees and bread pudding with vanilla sauce for dessert. A cheese course will be offered before dinner and one drink ticket will be distributed per person. Additional drinks may be purchased.

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Diane distributed a sign-up sheet for Hospitality/Registration desk volunteers at April MDMLG meeting. It will be passed around again at June MDMLG meeting.

Joanie reported that the MDMLG Welcoming Reception will be held on Wednesday evening from 4:30-6:00 in the herb garden. Items discussed included, estimated number of people, types of hors d'oeuvres, punch/ice tea vs cash bar with bartender.

Mailing : Alexia reported that Peggy did the mailing of the publicity flyer from Parke-Davis. Alexia will mail out the registration packets late June or early July. About 8 SLA members have responded to the publicity flyer, Ellen will send mailing information to Alexia.

Post-Conference Evaluation : No report.

president,

Printing : Joanie reported for Peggy. The public flyer was mailed out from Parke-Davis in April. Peggy is waiting for the registration form and preliminary program from Ellen. Other items which need to be printed include the voting paddles, name badges, ribbons for designating

vendor & etc., program/course signs for each meeting room.

Registration : Ellen brought a rough draft of the registration form and the preliminary program. Additional information which she needed included : late fees (\$25.00), deadline(8-15-97), cancellations (9-3-97), MACHIS luncheon cost (\$20.00), and choice of MACHIS lunch (vegetarian or turkey croissant), additional conference registration times (Wed. 4-6pm, Thurs. 7:30-9am, 1-1:30pm & 5-6pm), remaining MHSLA officers, Education Committee members, when the breaks were going to be each day (10am & 3pm), lunch locations (Wed.- Gazebo Garden, Fri.-Alexandria Ballroom).

Additional program/course information is needed to write a blurb for inclusion into the program. Alexia will contact the appropriate person on the Education Committee and get the information for Ellen by the first part of June.

Ellen will coordinate with Peggy regarding the colors of the paper and ink for the registration form & preliminary program. Off white paper and burgandy ink was decided upon.

The final pricing of the conference will wait until after the June

MHSLA Board meeting, Joanie will review the costs and the income from the vendors and make a recommendation to the MHSLA Board.

5. Old Business

No old business.

6. New Business

Other items that need to be purchased and/or printed include the name badges, ribbons, voting paddles, course/program signs for outside the room, lists of attendees for each program/class, any tickets for food, events & etc., name badge holders, folders (maybe supplied by Henry Ford Hospital-Diane will call on).

Bag stuffers : pens, pencils, folders, note pads, paper, coupons, local flyers (stores, malls, restaurants), odds and ends need to be collected for inclusion in the conference bag & registration packet. Approximately 120-150 of each are needed.

Board meeting : The MHSLA Secretary is suppose to make enough copies of all the Annual Reports for each conference attendee and deliver them to the Registration sub-committee three weeks prior to the annual meeting. These reports are included in the registration folder. Joanie will double check with the secretary at the June 10th Board meeting.

Next meeting will be held on June 24th, 1997 from 1:00-4:00 at Botsford

Hospital.

In addition to the meeting, the Committee will be stuffing envelopes with the registration form, preliminary program and special event flyer.

7. Adjournment

The meeting adjourned at 4:30 p.m.