

MHSLA
MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
LOCAL ARRANGEMENTS COMMITTEE-1997
MARCH 3, 1997
MINUTES

1. The meeting of the Local Arrangements Committee was called to order at 2:00 p.m. on March 3, 1997 at the Dearborn Inn.
2. Committee members present : J. Emahiser, D. O'Keefe, D. Bradley, P. Zorn, C. Hunt, D. Piskorowski, E. O'Donnell, D. Blauet and A. Estabrook.
3. The minutes from the January 21, 1997 meeting and the updated committee roster were distributed.
4. Subcommittee Reports :

Accommodations : Joan reported for Sue. Sue will be contacting the Dearborn Inn for the hotel registration cards and hotel flyers to be included in the registration packets for vendors and the general mailing. Sue confirmed the hotel rate at 109.00 plus tax. E-mail access from the hotel for the conference attendees will be checked into.

Audio-Visuals : No report.

Exhibitors/Vendors : Diane reported that five exhibitors have responded so far. Diane and Chris Hunt will be following up by phone to all the vendors. Diane will remind the vendors that once a check has been received, their Web site will be linked to the MHSLA home page. Diane also reported that OVID was very interested in being a speaker at the conference. It was suggested that OVID sponsor the Friday lunch & give their presentation at

Hospitality/Special Event : Diane O. reported that the second deposit check was sent to Greenfield Village this past month. Diane designed a color flyer to be included in the registration mailing for the special event. Diane/Joanie will devise a sign-up sheet with time slots for the Hospitality/Registration Desk and take it to MDMLG meeting asking for volunteers.

Mailing : SLA members will be included in the first mailing only. A note and contact person will be included on the publicity flyer for those who are actually interested in attending the conference.

Post-Conference Evaluation : Doreen reported that there is an official MLA

evaluation form which is used for the MLA classes. It was suggested that for non-MLA sessions that an individual evaluation form be used for each and that the speaker/facilitator receive a copy. An overall conference evaluation form would still be used.

Printing : Peggy received a copy of the artwork for the conference logo. Peggy will attempt to duplicate the logo using her software. The publicity flyer will include the logo, theme, keynote speaker, brief course information, conference dates, and a note for SLA members to contact Ellen for registration information. Joanie will call Peggy when the course information has been confirmed with the Education Committee, deadline of April 15, 1997.

Registration : Ellen will coordinate tasks with Peggy for the printing of the Registration materials.

5. Old Business

No old business.

6. New Business

Next meeting will be held on May 15, 1997 at the Dearborn Inn in the Ten Eyck Tavern at 2:00.

7. Adjournment

The meeting adjourned at 4:10 p.m.