

MHSLA
MICHIGAN HEALTH SCIENCE LIBRARIES
ASSOCIATION
1997 EDUCATIONAL CONFERENCE
LOCAL ARRANGEMENTS COMMITTEE
JUNE 19, 1996
MINUTES

1. The meeting of the Local Arrangements Committee for the 1997 MHSLA (Michigan Health Sciences Libraries Association) Annual Educational Conference was called to order at 12:15 on June 19, 1996 at the Dearborn Inn in Dearborn, Michigan.

2. Introduction of the 1997 Local Arrangements Committee were made by Joan Emahiser and Diane O'Keefe, co-chairs. The members included :
 - Doris Blauet, Genesys Regional Medical Center
 - Doreen Bradley, University of Michigan Taubman Medical Library
 - Joan Emahiser, William Beaumont Hospital-Royal Oak
 - Alexia Estabrook, Providence Hospital
 - Ellen O'Donnell, St. John Hospital & Medical Center
 - Diane O'Keefe, Wyandotte Hospital & Medical Center
 - Diane Piskorowski, Botsford General Hospital
 - Sue Skoglund, Riverside Osteopathic Hospital
 - Peggy Zorn, Parke-Davis Research Library

3. Joan Emahiser distributed an outline of each subcommittee's responsibilities. This outline described what the subcommittee was responsible for, other subcommittee(s) that needed to be coordinate with, and a timetable for each function. Diane O'Keefe distributed notes & reports from MHSLA's 1992 Local Arrangements Committee which MDMLG hosted.

4. The Committee members selected subcommittee responsibilities.

Accommodations	Sue Skoglund
Audio-Visuals	Doris Blauet
Exhibits/Vendors	Diane Piskorowski
Hospitality/Special Event	Joan Emahiser & Diane O'Keefe
Mailing	Alexia Estabrook
Post-Conference Evaluation	Doreen Bradley

Printing
Publicity

Registration

Ellen
Diane O'Keefe and
Joan Emahiser
Peggy Zorn and
Doreen Bradley

5. Joan Emahiser reported to the Committee that she and Diane O'Keefe had already investigated several possible sites for the conference. These sites included the Marriott in Northville, Sheridan Oaks in Novi, Holiday Inn in Northville, Wyndam Gardens in Novi and the Dearborn Inn in Dearborn. Joan and Diane decided that the first choice of site would be the Dearborn Inn and the second was the Marriott in Northville, if the Committee agreed. The Committee agreed on the Dearborn Inn as the first choice for the conference site.
6. Dearborn Inn sales representative took the Committee on a walking tour of the facilities and the grounds around the hotel.
7. The next meeting was scheduled for Thursday, October 10, 1996 at the Dearborn Inn in the Ten Eyck Tavern. Joan Emahiser will make the reservations.
8. The meeting adjourned at 3:45

Joan A. Emahiser
Co-Chair
Local Arrangements Committee