

1986 MHSLSA CONFERENCE

Local Arrangements Steering Committee

April 29, 1986

Present: Lynn Sorensen Sutton, Coordinator Joan Emahiser
Daria Shackelford Sharon Phillips
Marie Bolanos Gayle Williams
Carole Gilbert Melba Moss
Hildegard Joseph

Absent: Valerie Reid
Caryl Scheuer

Frances Phillips
Stephanie John

General Business

1. Lynn distributed the Letter of Understanding that was sent to Mike LaPorte, manager of the St. Clair Inn. He had written in reply that everything looked in order. He has been extremely cooperative of late.
2. The conference program as it was updated at the Education Committee's meeting 4/25/86 was discussed. There were two areas of concern. First, since the meeting rooms are rather small, there may be a problem having only two workshops on Wednesday afternoon. Second, the call for papers on marketing is a good idea, but we will need to know the selected speakers no later than September 1 in order to prepare the final program.
3. Lynn distributed a preliminary budget based on the information supplied by committees. REVISED COPY ATTACHED. This information will be presented at the May 7 meeting of the MHSLSA Conference Planning Committee so that registration fees can be set.

Committee Reports

1. Accommodations
The Committee is waiting for finalized information on the program so that room assignments can be made.
2. Audiovisual
Kathleen, Carl Michael and Mary Jo Durivage were added to the Committee. A meeting is scheduled for May 19. The Committee will soon decide what programs will be shown at the media festival. Carl will have to go to the St. Clair Inn to see the Captain's House where the media festival is scheduled to take place. The program catalog will be exhibited at the conference.

3. Executive

Lynn reported that Caryl was in the hospital, but was expected to come home soon. The letters to potential exhibitors and donors should go out in May. Gayle reported that EBSCO was not able to supply the conference portfolio, so she had turned the matter back over to Caryl.

4. Hospitality/Special Events

Meiba said that she had not received the deposit check for the river cruise and that she had not heard from the captain that he had received it either. Lynn will follow up with the MHSLA Treasurer. TAMIC had voted to donate a copy of Jim Clary's book to be given as a door prize at the luncheon. They are collecting favors from area businesses for the registration packet.

5. Mailing

Lynn reported for Frances that the mailing list used by MDMLG's Continuing Education Committee would be combined with the MHSLA list supplied by MHA. If Frances is not back from vacation when the publicity brochure is ready to be mailed, Mary Dery will coordinate the mailing.

6. Printing

Joanie is ready to go to the printer whenever the publicity brochure is finalized.

7. Publicity

Gayle reported that Stephanie had requested the publicity brochure be held up until at least the keynote speaker was confirmed. This should be known on May 7. She will then redo the brochure and take it to the printer on a rush basis. The revised logo was displayed and Gayle advised that any committee needing camera ready copy should contact her. Committee member Dina Nameth had written a very good article on the American Plan that will be published in the upcoming MHSLA News.

8. Registration

Sharon reviewed the draft of the Registration form that she had prepared after her meeting with Carole and Lynn. REVISED COPY ATTACHED. It was decided that tickets will be issued for the river cruise and for all meal functions so that there will be no question on who is entitled to what. Carole offered to have the Accommodations Committee prepare the tickets. Sharon outlined her plan to preregister workshop participants:

- a. A first come, first served policy will be established.
- b. When a class is full, further registrants will be assigned to their second or third choice.

- c. Class lists will be given to the instructor and one copy will be kept at the Registration desk.
- d. A Registration Committee member will check off names at the door of the class. Only if the class is not full and the instructor has enough materials, will changes be considered.
- e. Registrants will be sent confirmation of their workshop assignments.

A list of items for the registration packet was distributed. REVISED COPY ATTACHED. Other committees should note where they are to supply items.

NEXT MEETING

The next meeting of the Local Arrangements Steering Committee is scheduled for Tuesday, June 10, 1986, 9:00 am at South Macomb Hospital.



cc: B. Swegles