

1986 MHS LA CONFERENCE

Local Arrangements Steering Committee

August 28, 1985

Minutes

Present: Lynn Sorensen Sutton, Chairperson Joan Emahiser
 Hildegard Joseph Sharon Phillips
 Daria Shackelford Marie Bolanos
 Valerie Reid

Absent: Caryl Scheuer Frances Phillips
 Melba Moss Gayle Williams

Introduction

Lynn opened the meeting by explaining that this was an organizational meeting to get conference planning underway. The dates of the conference are set for October 8-10, 1986.

Lynn announced that Bonnie Swegles has left her position at Mercy Hospital, Port Huron and has relinquished her role as co-chairperson of the Local Arrangements Committee and Accommodations Coordinator. Lynn asked for recommendations in filling the key Accommodations position.

The conference committee structure was distributed. The functions that MHS LA performs were clarified. MHS LA supplies the program content through its Education and Conference Planning Committees. The MHS LA Treasurer handles all financial transactions. While the goal of the conference is to break even, any profit or loss belongs to the Association.

St. Clair Inn

The facilities and accommodations of the St. Clair Inn were discussed. A handout showing conference rooms and layout was distributed. Lynn plans to meet with the hotel manager to clarify the American vs European Plan arrangement since a significant number of attendees will probably want to drive in each day. Lynn asked that all committee chairs think of questions they need to ask of the hotel so that they can be discussed when she meets with the hotel staff [on Friday, September 13].

Committee Chairpersons' Responsibilities

Lynn distributed an outline of the responsibilities of committee chairs. The cooperation of these people is key to the success of the conference. [NOTE: Change the dates in #5 and #6 to Nov. 15, 1986.] A draft timetable was also distributed. Committee chairs should review it and notify Lynn of any adjustments that need to be made.

Committee Functions

A set of task sheets for all committees was distributed. Lynn indicated that she had requested copies of committee reports from the 1981 MC/MLA conference from the MDMLG Archives at the Reuther Library. These will be sent to each respective chairperson as a guide in committee activities.

Note the following changes in committee responsibilities:

Audiovisual: ADD Arrange for photographer at conference

Exhibits: ADD Soliciting of donations, such as a packet suitable for holding conference materials.

Publicity: DELETE Arranging for photographer at conference

Registration: DELETE Solicit donations of packets

Transportation: ADD Coordinate car pool to St. Clair Inn

Next Meeting

The next meeting of the Steering Committee will probably be held toward the end of the year, after the first meeting of the MHSLA Conference Planning Committee. We will try to meet at the St. Clair Inn.



cc: Leslie Behm
Mary Hanson