

1986 MHSLA Conference

Local Arrangements Steering Committee

Jan. 29, 1986

St. Clair Inn

Present: Lynn Sorensen Sutton, Chairperson Joan Emahiser
 Hildegard Joseph Sharon Phillips
 Daria Shackelford Marie Bolanos
 Valerie Reid Caryl Scheuer
 Carole Gilbert Stephanie John, MHSLA President-Elect

Absent: Melba Moss Gayle Williams
 Frances Phillips

Announcements

Stephanie John, President-Elect of MHSLA was introduced. Stephanie serves as MHSLA Chairperson of the conference.

Carole Gilbert is the new chair of the Accommodations Committee.

Lynn announced that she will be on maternity leave from late June to mid-September. Committee chairs were given her home phone number and were encouraged to call whenever necessary. Hildegard Joseph will help fill in while Lynn is on leave.

A roster of Local Arrangements Steering Committee chairpersons was distributed.

Report of 12/11/85 MHSLA Conference Planning Committee

The MHSLA Committee approved the charter boat cruise as a special event. Estimated cost for a two hour cruise is \$ 1600. They also approved the idea of Jim Clary, local expert on Great Lakes art, as a banquet or luncheon speaker.

The concept of the American Plan was approved for overnight guests at the hotel. The Local Arrangements Committee then raised a number of questions about whether three meals were required for commuters or whether only planned conference meal functions, e.g. luncheon or banquet would be added to the master account and therefore included in the price of the conference. Carole will clarify with hotel management.

The conference has been extended by a half-day session Tuesday afternoon for the NLM Update.

Conference expenses will be paid as they are incurred from the MHSLA treasury. Local Arrangements chairs may be asked for estimates or may need prior approval, but no formal budget need be established.

The MHSLA Education Committee will assess the need for a conference theme and make a recommendation at the March 5 Conference Planning Committee.

Committee Reports

Committee chairs were reminded to take minutes of all their meetings and send copies to Lynn and Stephanie.

Accommodations

Carole reported that under the American plan, three meals of our choosing are included with an overnight stay. The 1986 rates are not yet available, but should be shortly. The Inn has 38 two-bedded rooms, however, under the American Plan rates, single rooms may look more desirable. There is some question whether the Captain's House will still be standing at the time of the Conference. We were planning to use it for a hospitality suite and for the media festival. If it is torn down, we will need to schedule additional space for these functions.

Audiovisual

Daria reported that the committee had met once. She would like to add another member to the committee and will announce this at the next MDMLG meeting and in the News. The Committee is planning a survey to find out which consumer health topics people would like to see in the media festival. Management films and library productions are other possibilities.

Exhibits

Caryl said that her committee is scheduled to meet on Feb. 6. A discussion was held on fees for exhibitors. The Steering Committee felt a \$ 50 fee was reasonable and will recommend this to the MHSLA Conference Planning Committee. Caryl already has verbal commitments from a number of vendors. The Committee plans an "Adopt-A-List" of conference expense items for vendors to sponsor, e.g. coffee breaks, packets, wine, etc. Some large vendors may choose to donate items without actually exhibiting on-site. It was decided to invite local library groups to send promotional literature to be placed on a table, perhaps in the area of the media festival. The lack of a single, large area for exhibitors was noted. This will limit the number and size of exhibits.

Hospitality/Special Events

Lynn reported for Melba that a two hour charter boat cruise on the St. Clair River is planned as the entertainment event. Jim Clary has agreed to speak at a luncheon or banquet. A suggestion was made to offer one of his prints or a copy of his book as a door prize. The TAMIC group is collecting local information for the hospitality desk and registration packets.

Mailing

The first mailing is scheduled to go out in May. Stephanie said that the comprehensive MHSLA mailing list should be available from the Michigan Hospital Association in March. The Steering Committee suggested that this be supplemented with lists from SLA, the Toledo group and librarians from Sarnia, Ontario.

Post-Conference Evaluation

Valerie inquired as to where copies of evaluations from previous conferences might be found. She was advised to contact Helen Howley Steele, the MHSLA Archivist.

Printing

Joanie reported that she had spoken with the person who handled the printing for the Lansing conference and had gotten some good tips. The need for exhibitors' ribbons was stressed as was the desirability of professional-looking signs for meeting rooms. The official MHSLA banner will be displayed at the business meeting and any general sessions or banquet. The issue of badges and ribbons from previous conferences was clarified.

Publicity

The timetable calls for the Publicity Committee to design the pre-publicity brochure in February and March. It is recognized that not much of the program will be known by then. The Publicity Committee will need to be in close contact with the MHSLA Education Committee who will plan speakers and workshops. A suggestion was made that the Publicity Committee may wish to contact Jim Clary about using one of his prints for the cover of the registration brochure and final program. A good article appeared in the MDMLG News about the St. Clair Inn and Stephanie reported that one is also planned for the MHSLA newsletter. After discussion, it was decided that it would be more appropriate for the Registration Committee to design a multi-part registration form as an insert to the registration brochure. The Publicity Committee will still design the brochure.

Registration

Because of the problems at the Lansing conference, the need to control attendance at each workshop was stressed. Sharon will work out a system of either tickets or a roster to prevent people from wandering in and out of workshops. The Committee is now charged with design of the actual registration form. This will be presented at the May 7 MHSLA Conference Planning Committee for approval. The Registration Committee also needs to be kept informed of progress in the program by the MHSLA Education Committee.

Transportation

Marie reported that the local airport is for private planes only, so Metro will be used for out-of-town speakers and instructors. Standard limo service is a possible alternative to picking up speakers in person. Carpooling arrangements for those in the Detroit area may be as simple as an announcement in the News or a list at an MDMLG meeting.

A tour of the facilities of the St. Clair Inn ended the meeting.

The next meeting was scheduled for Thursday, March 27, 9:30 am at South Macomb Hospital.

cc: Bonnie Swegles