

1986 MHSLA CONFERENCE

Local Arrangements Steering Committee

June 10, 1986

Present: Lynn Sorensen Sutton, Coordinator Hildegard Joseph
Carole Gilbert Gayle Williams
Daria Shackelford Joan Emahiser
Valerie Timson Frances Phillips
Sharon Phillips

Absent: Arlene Devlin Melba Moss
Marie Bolanos Stephanie John

General Business

1. Lynn distributed a new "Local Arrangements Steering Committee" roster and "Local Arrangements Committee Structure".
2. Lynn reported on the May 7 meeting of the MHSLA Conference Planning Committee. An updated preliminary program outline was distributed. Speaker reimbursement policies were established as follows: 1 day's lodging and meals, transportation, registration on the day of presentation, and photocopy reimbursement. Extra river cruise tickets will be sold for \$ 15.00. The proposed registration form was well received. Several suggestions were made and forwarded to Sharon Phillips. Sharon distributed copies of the revised form with fees listed to those present. The pre-registration strategy was approved with the following suggestion: registrants should be notified again in the packet they pick up at the conference of their confirmed workshops.
3. Lynn reminded everyone of her upcoming leave of absence, from June 30 - September 15. Committee chairs should feel free to call her at home about conference matters.
4. Lynn reminded committee chairs of the November 15 deadline for their final reports and committee procedure manual. Guidelines will be given on what to include at a later date.

Committee Reports

1. Accommodations

The Committee met on June 6 to begin tentative room assignments. The deadline to confirm dining reservations is October 1. A walk-through of the conference should take place with St. Clair Inn personnel on or before that date. The Wednesday luncheon is now scheduled as a buffet to ensure that the one hour timetable can be met. All other meals, with the exception of the Jim Clary luncheon on Thursday, can be eaten in the regular dining room at the individual's convenience. For our own benefit, the Committee

will work out a procedure to verify registration status. Weather permitting, breaks can be held outside on the deck.

2. Audiovisual

The Media Festival is now scheduled on Wednesday afternoon as the equivalent of a workshop event. It is being co-sponsored with HIRA. HIRA is paying for the speakers and software rental. Patricia Barr and Frances Seefeld of the Media Library at U of M will be speaking on the selection, evaluation and weeding of audiovisual material. Daria plans to visit the St. Clair Inn to look at the suitability of the Captain's House for the Media Festival. If other rooms are necessary she will contact Carol Gilbert. The Committee will meet in July to preview software. The survey on health education topics will go out to MHSLA members next week.

3. Exhibits

Hildegard reported for Arlene Devlin. Arlene has graciously consented to take over the chairmanship of the committee at this late date. Letters were sent to potential donors and exhibitors on June 6. Deadlines of July 1 for on-site exhibiting and August 1 for donations were established. Three levels of contributions were suggested: \$150, \$300 and \$500. Up to four co-sponsorships of \$750 each will be accepted for the Sunset Cruise. Appropriate levels of recognition will be given for each class of donor. Sharon asked that a copy of the exhibitor form be sent to her.

4. Mailing

Frances reported that 802 pre-publicity brochures were mailed out by her staff May 28 while she was on vacation. Total costs were \$ 176.40. The Steering Committee agreed that this was too large of a mailing and Frances should review the lists again for duplicates and inappropriate names or institutions. She will notify Lynn of the final number so that printing estimates can be revised if needed. A deadline of August 1 was established for mailing of the pre-registration materials. Items in the packet will include: the preliminary program, instructions on how to register at the St. Clair Inn, the 4-part registration form, NLM update registration form and the mailing envelope itself. Frances will send Sharon two sets of mailing labels for use by the Registration Committee.

5. Post-Conference Evaluation

It was decided to have Graphikos typeset and print the evaluation form. Valerie will bring a draft to the next meeting and have the final copy to Joanie by September 1. Valerie announced that Diane Landsiedel had to resign from the committee, but that she and Ellen could handle it themselves.

6. Joanie needs to have all copy for the pre-registration materials by July 15. A quantity of 600 will be run, unless Frances cannot reduce the mailing list any further. Joanie will bring to the next meeting a list of who will get ribbons and what color they should be. It was suggested that Pat Bristor, her committee member, handle arranging for the ribbons.

7. Publicity

Gayle reported that press releases were sent out to library newsletters last week. Many compliments have been received on the pre-publicity brochures. Work will now begin on the pre-registration materials. Bonnie Swegles is supposed to supply Gayle with workshop information. Marie Bolanos will provide a map and directions to the St. Clair Inn.

8. Registration

Guidelines were set for what should be included in the final registration packets: local points of interest, conference information, and official MHSLA items. Institutional blurbs are not appropriate. The Committee will address the issue of whether or not tickets for each event are necessary. Sharon will determine deadlines for getting registration packet items to her. Joanie will provide Sharon with a list of who will receive ribbons.

NEXT MEETING

The next meeting of the Steering Committee will be a joint meeting with the MHSLA Conference Planning Committee on Wednesday, July 23 at Carol Gilbert's house at 1:00 pm.

Lynn