

1986 MHSLA Conference

Local Arrangements Steering Committee

March 26, 1986

Bi-County Community Hospital

Present: Lynn Sorensen Sutton, Coordinator
Daria Shackelford
Valerie Reid
Carole Gilbert
Melba Moss
Frances Phillips
Joan Emahiser
Sharon Phillips
Marie Bolanos
Caryl Scheuer
Stephanie John
Gayle Williams

Absent: Hildegard Joseph

General Business

1. March 5 MHSLA Conference Planning Committee Highlights: The conference theme is Renaissance '86: MHSLA's 13th Annual Educational Retreat. The river cruise was scheduled for Wednesday, October 8 from 5 - 7 pm. The MHSLA Treasurer will sign the contract. Melba will follow up. The Jim Clary luncheon was confirmed for Thursday, October 9 from noon - 2 pm. Melba is waiting for his official letter of acceptance. Carole will schedule a room for the luncheon. The exhibitor fee was set at \$ 50. Each exhibitor will receive one complimentary cruise ticket. At our discretion, depending on the size of a vendor's contribution, more tickets may be distributed.
2. The preliminary program as distributed by Stephanie was reviewed. The following suggestions were made:

Wednesday

- Change the time of the welcoming coffee and danish to 8:00 am.
- The 10:00 am break should also be designated as the opening of the exhibits.
- The time of the break in the afternoon workshops should be established.
- We need to know fairly soon how many workshops will run concurrently in order to schedule meeting rooms. Since the size of some of the rooms is limited, at least three different workshops are necessary
- "Dinner on your own" may be misleading because of the American Plan.
- The restaurant stops serving at 10:00 pm.

Friday

- "Continuing Education Classes" is more descriptive than "Concurrent Sessions". At least one more course could be offered, possibly an MLA course.
3. Budgetary estimates for each committee are needed so that registration fees can be set May 7 by the MHSLA Conference Planning Committee. Lynn distributed an Estimated Expense form which should be completed by each committee chair and returned to her by April 22. Potential expense areas were identified.
 4. Lynn asked that questions be identified which need to be presented to the MHSLA Conference Planning Committee on May 7.

5. NLM Update: Helen-Ann Brown of the Mid-Continental Region was referred to Lynn by Yvonne Mathis about the NLM Update. Helen-Ann said that people should register separately for the update. She will provide registration brochures which can be mailed with the pre-registration materials. She indicated that she would prefer a 6 or 8 hour time slot if we can manage it. This needs to be decided fairly soon. Any costs for room rental, breaks, etc. should be assumed by MCRMLP.

Accommodations Committee

Carole summarized from her written report of 3/19/86 which was distributed. Since the Inn cannot easily accommodate walk-ins, the Committee recommends all attendees should pre-register. It is further recommended that lunch and breaks be considered part of the registration fee. Registration categories will be discussed with the Registration Chair. The Steering Committee felt that the Inn should bill all hotel guests for the American Plan as well as room service charges, bar bills, phone calls, etc.

Audiovisual Committee

Daria reported that the survey on Consumer Health topics appeared in the last MDMLG NEWS and will be included in the next MHS LA newsletter. Terri Ocholik has been designated as a liaison with the MHS LA Education Committee. A schedule of the media festival showings will be included in the registration packets on-site. It was clarified that the MHS LA Education Committee will correspond with speakers on their AV needs.

Exhibits Committee

Caryl reported on the committee's progress. A maximum of 20 on-site exhibitors is anticipated because of the limited space. Separate letters will go out to potential exhibitors and donors for the adopt-a-list program by May 1. Gayle Williams will contact EBSCO about providing the conference portfolio. Carole Gilbert will ascertain whether or not there is a charge for each exhibit table.

Hospitality/Special Events Committee

Melba reported that both the river cruise and Jim Clary luncheon are set. She will see if Jim Clary will donate a copy of his book to be used as a door prize, and she will devise some sort of raffling method. TAMIC members have begun collecting local brochures and information.

Mailing Committee

Frances will obtain three sets of mailing labels from the following groups: MHS LA, SLA, Toledo and Sarnia. The first mailing is scheduled for May.

Post - Conference Evaluation Committee

Valerie reported little success in obtaining previous evaluation forms from the MHS LA Archivist. Stephanie advised that Mary Hanson should be notified of this, so that perhaps the Archives can be transferred. The person in charge of last year's evaluation form did share the results with Valerie. One suggestion was that a photocopy machine be made available. The St. Clair Inn does have this service available, but it costs .15 per copy.

Printing Committee

Joanie will work with other committees on their printing needs. Quantities were determined as follows:

- Publicity brochure - 600
- Pre-registration materials - 600
(4 part NCR form, envelopes, brochure)
- Final program packets - 200
(program, badges and holders, business meeting folder)
- Ribbons - to be determined by MHSLA. Stephanie to provide list.

The following items will be supplied by committees and will not need formal printing:

- AV - media festival schedule
- Exhibits - conference portfolios
- Hospitality - local brochures
- Post-Conf Eval - evaluation form
- Registration - list of registrants, event tickets

Publicity Committee

Gayle reported that the Committee chose the conference colors as navy blue on gray. Several samples of logos were presented and the Steering Committee indicated its preference. Sharon Phillips was designated as the contact person to be identified in news releases. Gayle presented a rough work-up of the publicity brochure. Much of the program information is still too tentative to print. Lynn indicated that the purpose of the brochure was more to establish dates, set the tone for the meeting and describe the setting, rather than give workshop details. Therefore, Gayle will go with what information she has and deliver the brochure to Joanie for printing by mid-April.

Registration Committee

Sharon will consult with the Accommodations Chair in order to prepare recommended registration categories for the May 7 meeting of the MHSLA Conference Planning Committee. Sharon will plan to attend that meeting. A September 15 registration deadline was established. Preliminary plans for pre-registering attendance at workshops include the use of tickets for each session to be distributed in the final registration packet and collected at the door of each session.

Transportation Committee

Marie indicated that the shuttle service from Metro Airport cost \$ 30 and requires a 48 hour notice. At this point, Helen-Ann Brown may be the only instructor arriving by plane. Marie will work with the Publicity Committee on including a map and clear directions with the pre-registration materials.

The next meeting was tentatively set for April 29, 9:00 am at South Macomb Hospital.

