

**MOBIUS Annual Conference Planning Advisory Committee
Columbia Public Library
March 15, 2007
9:30 to 10:00**

Agenda

MACPAC Roster:

Martha Allen	Member-SLU	Saint Louis University Pius
John Baken	Member-Bridges	Fontbonne University
Cynthia Bassett	Member-Arthur	Missouri State Library
Vacant	Member-Towers	
Felicity Dykas	Chair -Merlin	University of Missouri-Columbia
Elise Fisher	Member-Wilo	William Jewell College
Tony Garrett	Member-Swan	Baptist Bible College
Susan Hatfield	MCO Liaison	MOBIUS Consortium Office
Melissa Hedrick	Member-Galahad	Mineral Area College
Gayla McHenry	Member-Lance	Truman State University
Cheryl Riley	Member-Quest	University of Central Missouri
Katy Smith	Member-Archway	St. Louis Community College - Meramec
Melissa Vetter	Member-WashU	Washington University
Mark Wahrenbrock	MCO Alternate Liaison	MOBIUS Consortium Office

1) Introductions and welcoming of new members

2) Minutes (Felicity)

- Approve minutes for:
 - Oct. 26, 2006
 - Dec. 15, 2006
 - Jan. 11, 2007

*** 3) Calendar of registration activities**

- Suggestions for revised calendar:

Date	Activity
March 13-14	Hotel registration opens for institutional designees
March 27	Institutional designee hotel rooms release for general use
March 26	Conference and hotel registration opens for MOBIUS members
April 16	Conference and hotel registration opens for non-MOBIUS

	members
May 4	Conference and hotel registration closes
May 8	Remaining hotel rooms released

*** 4) Hotel and registration – charges (Felicity)**

- Review: Who gets free rooms
- Review: Registration costs
- Review: Blurb for website
- Question: System for reconciling hotel registrations with who should pay or not?

*** 5) Registration (Mark)**

- Online registration on website – need additional testing
- Need printable form for paying attendees

*** 6) Publicity (Felicity will bring the information we have)**

- Help!
- Review what we have
- Review email lists, distribution lists, publications
 - Divide up distribution of publicity information
- Establish calendar
 - Registration: MOBIUS only and followup; All and followup?
 - Keynote speaker
 - Share Fair
 - Forum recorders
 - Reminder that conference is in two weeks(?)
- LSTA – acknowledgements

*** 7) Fair share (Cheryl)**

- Report
- Cheryl will bring copies of publicity information

*** 8) Forums (John)**

- Report from John
- Update from MCO on MCO-sponsored forums
- Question for Mark: Is Abbey getting some of the MCO-sponsored session info directly from MCO? Christopher sent a description for the CLP forum to John, but we're not sure if all of the forum descriptions will be sent to him.
- III forum. With this be held?

*** 9) Program and program on website (Felicity)**

- Report of what is on website as of Thursday morning – Felicity
- Update, if any, from Mark

*** 10) Website (Cindy and Katy)**

- Report
- Logo - Report and review?

*** 11) 2008 Conference (Gayla)**

- Report and discussion

12) Topic tables (Melissa won't be attending, so Felicity will bring information)

- Facilitators (confirm "no")
- Signage: Large signs on table with topic; Maps
- Questions: table tents or handouts on which to take notes
- Notepads and pencils (who to fund)?
- At breakfast as well as lunch? (confirm "no")
- How many questions/talking points for each topic?
- Topics: If 24 tables, have six open and the rest with topics?
- Review topics (Felicity will bring copies of Melissa's email of 2/16/2007 which has a list)
- Information on website

13) Door prizes (Felicity)

- When? We will have Topic Tables at lunch and lunch is only 1-1.5 hours long (staggered). What about giving away door prizes at the opening night reception or the general session?
- What shall we give away? The two prizes we have: Brick and Click registration and a vendor donation.
- How to award the door prizes?

14) Menus/food

- Report

*** 15) Exhibitors**

- Update from MCO
- Add information to website?
 - For exhibitors and potential exhibitors
 - List of who they are

16) Technology forms

- Will go out soon

17) Room hosts

- Tasks
- Assignments

18) Reception and keynote speaker (Felicity and John)

- Agenda: Need ideas

19) Brief program page for website (Cindy)

- Report on this idea

20) Training sessions (Mark)

- Report

21) Planning guide

- We have an out-of-date one that is available via the MCO website (information for new members)

22) MCO tasks / MACPAC tasks (Susan and Felicity)

- Report (see information on To do list as of 2/28/2007)
- Ribbons (Susan) - report

23) Program – hard copy for conference (Susan)

- Report

24) Evaluation forms

- Rubber stamp needed (final approval)
- Felicity will bring copies for final review

25) Email meeting

- What worked
- What didn't

26) To do list as of 2/28/2007

- Anything else we need to review?