

**MOBIUS Annual Conference Planning Advisory Committee**  
**Minutes**  
**Wednesday March 5, 2009**

Present: Rick Dyson, Lisa Farrell, Kelly Mitchell, LaDonna Pierce, Cheryl Riley, Martha Allen, Donna Russell, Melissa Hopkins, Erin Leach, Martha Allen, Mary Batterson, John Oyler, Julie Portman, and from the MCO Office Beth Fisher and Maegan Bragg.

**1) Minutes** – approved as distributed with one editorial change. John Oyler was introduced as the new MACPAC representative of Wilo.

**2) Conference registration opens- (Maegan and Justin)** – seems to be going well; there were 117 registered as of this morning and 102 of those will attend the keynote.

**3) Hotel registration- (Maegan)** – still confusing; no solutions yet – MCO is drafting hotel registration instructions to be included on the conference web site

**4) Keynote speaker- (Maegan)** – Michael Stephens is coming. We finally have a signed contract. This is ready to be announced on the lists.

**5) Presentation update- (Mary & Kelly)** – **see separate attachment for complete report**

- Letters of acceptance/non-acceptance – went out in Dec.; all confirmed; did have one cancellation
- Technology requests – MCO will take care of

**6) Forum update- (Mary)** – discussion centered on how to ask for recorders; we will post on the web site for now; Beth asked that the text for forum recorders be sent in ASAP; the suggestion was made to include the technology information in the room host packet; **see separate attachment for complete report;**

**Beth offered to send out all presentation/forum emails from mconf at MOBIUS.** We will utilize this next year, but the presentation committee already has their listserv set up and their process well in hand. **Beth suggested we also use this to receive proposals.** All that the committee will need to do is provide the text for the discussion. This approach will help the website serve as the archives of the organization. **See the attached document for the items MCO may assume future responsibility for**

**7) Conference at a glance – (Maegan and Justin)**

The deadline to have this information to Maegan was Feb. 17....are we okay? Maegan indicated she has everything she needs from MACPAC Does she have everything we needed? **A one page copy of the conference at a glance was included in the registration info last year – we believe a map showing where the conference rooms are would be a good addition to the back of this page.**

**8) Room hosts- (Melissa H.; Lisa)**

Please send Melissa H. the sessions you registered for as you register. Tell her the two sessions you would most like to moderate. She will make assignments accordingly; she must receive this information by March 31. All of the information for the packets, except the moderator schedule, has been sent to Maegan. MCO will assemble the packets. The office is laminating the time cards so they can be used from year-to-year.

**9) Signage-(Martha)**

The one request from last year is that names be in a large font on the conference name tags. We agreed that first names only was acceptable. Last year there were several negative comments about the flier for the succeeding year's conference – remember that the color impacts readability.

#### **10) Evaluation forms- (Martha, Mary, Donna)**

Current evaluation forms were shared with everyone. We agreed to change the word session to presentation; to add the MCO fax number, and deleted the question about handouts. We agreed to experiment with an online form for the overall evaluation. We decided that the completed presentation and forum evaluations would be scanned by the MCO office and emailed to the individual presenters. - **see separate attachment for updated forms**

#### **11) Publicity- (Donna, Erin, Amber)**

The publicity schedule was distributed. We agreed that all messages needed to be distributed and that we would adjust the times accordingly. Beth suggested that we send things to the mcoconf email for distribution. If we provide the office a template MCO will distribute the information. Beth suggested separating hotel reservations from conference registration. Beth and Maegan will draft an announcement soon about rooms. 1/3 of the rooms were held before registrations opened. We have a total of 215 rooms reserved at the hotel. **see separate attachment for publicity schedule**

#### **12) Website- (Justin)**

Beth took us through the entire web site and showed the committee how it was designed. Beth explained how obtaining an account worked and the rationale for approving accounts. One new feature is that we can now see which mailing lists we are subscribed to. Last year we talked about a place on the web site where presenters can post their presentations prior to the conference. We will need to work this out with Justin; posting to the website is only possible from staff in the MCO office, so the committee liaison would be responsible for posting this info. Posting is limited to staff so that standards can be followed; one standard will be posting PDF documents; a second standard will be a standard naming structure. We decided that room hosts should remind presenters to email copies of their presentations to [mcoconf@umsystem.edu](mailto:mcoconf@umsystem.edu) by May 5. We agreed that those not posting presentations ahead of time should be expected to bring handouts for the number of persons registered for their session.

#### **13) Power point w/library images (Martha)**

- **Continue or cancel**

After discussion, the committee agreed to cancel this; we determined it was a large expense in both time and dollars and that there were better uses for both.

#### **14) Share Fair- (Cheryl)**

- **Email announcement**-Cheryl will develop and send to the list for suggestions. The idea this time is The Third Time's the Charm
- **Panels- Tan Tar A providing** – Beth said there are 8 4 x 8 panels like we have used in the past; Cheryl also asked that two tables be made available since past participants have brought table displays.
- **Pins, Labels, Easels** – Cheryl will provide all the pins and labels. She will have them ready to pass on to the next person in charge of the Share Fair.
- **Set up plan**-The committee will meet at 4:00 p.m. on Tuesday, June 2<sup>nd</sup> in the exhibitor area to place the materials on the panels.

#### **15) Door prizes- (Melissa H., Lisa)**

Those who provided door prizes in the past have agreed to do so again this year. Beth suggested we also contact YBP for a door prize. One donor requested a receipt for taxes. After discussion with the entire committee, the group determined to decline this request. At this time MACPAC members do not want to provide receipts for donations (primarily because the UM policy is that if one receipt is supplied; all donors must receive receipts). We will distribute door prizes at lunch and announce at breakfast that you must be present during the drawing to win. We think this information should also be in the program. Door-prizes will begin at 12:15 and you must be present to win.

**16) Post Conference Training on June 4<sup>th</sup>-(Maegan)**

The list of training sessions was reviewed.

**17) Vender update- (Maegan)**

12 have signed up at this point. We suggested contacting LibGuides and Lock-a-Shelf and asking them to attend since there will be presentations on each of these products.

**18) Thank you email-(Martha)**

- **Who sends and when – this year it will need to include the survey**
- **We agreed that the MCO Office would send the combined thank you and survey email. The committee will supply the text for the email.**

**19) 2010 Conference – (Martha)**

- **Timeline – Martha asked all members to review and identify key conference planning deadlines to pass on to the committee during the post-conference meeting in July.**
- **Chair elect-** Erin Leach was unanimously elected to serve as chair for next year.
- **New committee members-**
- **New committee orientation-** Not mandatory for continuing members, but Martha requests your attendance if possible.
- **Email – [mcoconf@umsystem.edu](mailto:mcoconf@umsystem.edu)** is a generic email address for the committee to send documents to
- **Venue –** The committee requested the MCO to consider centrally-located facilities, such as the cities of Columbia or Jefferson City.

**20) MACPAC committee manual-**

- **Notebook** Remember to transfer your notebooks to the new members. You can transfer the notebook via the courier system. If you have ideas about improving the notebook please send your suggestions to Martha.
- **Procedures- Timeline**
- **Notebook transfer** Please remember to include specific documentation for the tasks you have responsibility for in your notebook. We also need to get this information online so that new committee members do not have to re-invent the wheel.

**21) Miscellaneous-**

- **Committee meeting after Committee orientation on 6/2 – we will meet for lunch and then at 4:00 p.m. to set up the Share Fair.**
- **July meeting after conference – tentatively scheduled for June 30<sup>th</sup>. We asked Lisa to doodle it for us.**

Respectfully,

Cheryl Riley  
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