

DRAFT MINUTES
MOBIUS Annual Conference Planning Advisory Committee
December 15, 2006
Online Meeting

Present: Felicity Dykas (Chair)—Merlin, John Baken—Bridges, Cindy Bassett—Arthur, Beth Fisher—MOBIUS Consortium Director, Elise Fisher—Wilo, Gayla McHenry—Lance, Cheryl Riley—Quest, Katy Smith—Archway, Mark Wahrenbrock—MOBIUS Consortium Office

A) Proposal Deadline:

- 1) Closing date for proposals--Keep date Dec. 22 or extend to the 31st?
- 2) Discussion:
 - a) The 22nd is still over a week away22 is still over a week.
- 3) Decision—Keep deadline date of Dec. 22

B) Two Day Conference:

- 1) Should we present idea to MOBIUS Council and representatives or survey members?
- 2) Discussion:
 - a) Time factor
 - b) Presentation rather than request
- 3) Decision—present to MOBIUS Council and representatives

C) Name for Publicity Exchange:

Fair Share was name decided upon at the Nov. 29th meeting.

D) Rooms for MOBIUS Annual Conference: Rooms are available for members at no charge. Discussion points:

- 1) How to fairly distribute rooms?
- 2) How have rooms been distributed in the past?
 - a) First come, first served—not fair to smaller libraries who may not be as comfortable or knowledgeable about institution policies or for registration for MOBIUS
 - b) Provide institutions with specific number of rooms until a certain date, then rooms open to first come, first served?
 - c) How can we encourage sharing of rooms?
 - (i) Do registrants need a roommate at registration?
 - (ii) How would we match single registrants with a roommate?
 - (iii) Provide an online arena for roommate seekers?
- 3) How many rooms should we hold? Do we need to hold extra rooms to ensure availability for members?
 - a) How many rooms are in question? There are 175 rooms reserved.
 - b) If rooms are not released by a certain date, they must be paid for. We need to be careful so that MCO is not responsible for rooms in which no one stays.

- c) How many rooms were used in the past? 175 rooms were reserved last year.
 - (i) ½ were shared, ½ were singles
 - (ii) No rooms were left over
 - (iii) No members were turned away
 - (iv) Total rooms for Tuesday night—150 (+ 25 for MCO staff)
 - (v) Total rooms for Wednesday night—40
 - (vi) There were some rooms, maybe 10 for which MOBIUS paid.
- d) Cut off date for release is May 8—one month in advance.
- e) How has committee worked, do we stay both nights? No, committee has not been involved with the Thursday activities; it is more involved upfront of the event.
- f) 175 block based on state funding.
- g) Should we block for 200?
- h) Block is also discounted through the weekend; but must be reserved by May 8—date needs to be published.
- i) Should free rooms go as singles? No—if those who want singles pay half the room cost, then there will still be free rooms available for members
- 4) How should we determine the number of rooms for each institution?
 - a) Major problem!
 - b) Should rooms be assigned by cluster or by institution?
 - (i) Determine by institution size?
 - (ii) By number of members in a cluster?
 - (iii) Should we use percentages?
 - c) Who would manage all these different numbers?
 - d) Maybe 2 rooms per institution first come, first served?
 - e) Would it be better to remain first come first serve due to administration of any division? Margaret Conroy (State Librarian) would like a more equitable plan to allow small libraries a chance—many of the big schools with formal conference plans and familiarity with MOBIUS often grab the rooms. 28% of members have a staff of 5 or less
 - f) What kind of numbers are in question? There are 62 member institutions—a guaranteed two rooms each would equal 124 rooms. This number would work.
 - (i) What about Co-operating partners—should they also have the free room? Yes.
 - (ii) That makes 64 total, 128 rooms total.
 - g) If MCO handled registration, large institutions could go on a waiting list for the free rooms. Thus, if a large institution might end up paying for some rooms. This will need to go in the publicity
 - h) Decision:
 - (i) Block 200 rooms
 - (ii) Each member institution is guaranteed one free room until cut-off date
 - (iii) Encourage early registration
 - (iv) Require roommate or half room cost
 - (v) Provide roommate finding function

- 5) What is the role of the MCO and the hotel at registration?
 - a) MCO is working with hotel, hotel wants credit card numbers for verification
 - b) Credit card numbers keep the “no-show” total down.
 - c) MCO could generate list of approved; approved members could then contact the hotel to make arrangements; credit card number should be provided at registration
 - d) We will ask MCO to look into the process. Mark and Beth will look into this.
- 6) Room release date?

E) Skip to John:.

- 1) Susan Nutter is happy to accept our invitation to Guest speaker.
- 2) Discussion of honorariums and travel expenses.
 - a) We will pay one or two nights, (depending upon flight schedules) airplane ticket; up to \$2500.
 - b) John will get back to the committee regarding the expenses.
- 3) There is no set process for MOBIUS conference—usually associations have some guidelines, such as one night, food, and airplane ticket.

F) Share Fair

- 1) When to start publicizing? Cheryl will look into this.
- 2) Need volunteers
- 3) How will It run?
 - a) Room on tables for people to leave things.
 - b) Are people going to bring things or can they send them ahead of time?
 - c) Useful if one of us was a contact—could help with idea of space needed, etc.
- 4) Discussion of wall space. What do we want out of this? Exhibit? Sharing?
- 5) Summarize:
 - a) 7 am to 1 pm
 - b) Encourage members to bring an example
 - c) Allow mailing ahead of time or inform contact that one is bringing an example
 - d) Provide table and/or wall
- 6) Volunteers?
 - a) Cherly and Felicity will work on the publicity

G) Back to question of hotel room date:

- 1) Possible Calendar?
 - a) Open Registration, March 1
 - b) Open Registration for Non-Members, March 15
 - c) Close, April 1
 - d) Hotel Registration, March 1 (One room until Feb. 28 too early? After first come , end of March too late? Folks need to know if they will be required to pay...)
- 2) Last Year
 - a) Open Registration, March 1

- b) Free room end March 31
- c) Non-Members registration April 1
- d) This will still work for MCO and for the website.
- 3) What is max attendance? 350
- 4) After April 1 is it open to anybody?
 - a) First come first served for conference registration (non-members do not get provided room)
 - b) We have to provide the number of guests 72 hours before the conference, leeway of 15%
 - c) So close registration 1 week before?
 - (i) That is before Memorial Day (May 28th)
 - (ii) Is one week enough time for MCO to organize conference materials?
 - (a) Remember that students help.
 - (b) We could also streamline name badge etc. as people register.
 - (c) Also—no goody bags because money is going towards the speaker.
 - d) Close May 25th?
 - e) Also list of attendees is provided to presenters. May 18th would provide extra cushion.
 - f) May 8 for room release? May 4th better for room, but is that enough time?
 - g) Last year, Registration closed four weeks prior to conference. Should we just keep that time frame? Yes.

H) Still need to cover, for next meeting:

- 1) Vendor letter
- 2) Cindy's question
- 3) Publicity volunteers
- 4) Share Fair volunteers

I) Last comments?

- 1) Shirley Baker interested in presenting regarding how to manage upward.
- 2) Hotel part will be tricky

Meeting Adjourned!

Submitted by Katy Smith