

## **MOBIUS Annual Conference Planning Advisory Committee**

### **Minutes**

**July 7, 2008**

Present: John Baken, Lisa Farrell, Cheryl Riley, Julie Portman, Kelly Mitchell, Justin Hopkins, Gayla McHenry, Martha Allen, Felicity Dykas, Mary Aycock, Erin Leach, Mary Batterson, Donna Russell, Melissa Hendricks.

**Welcome and introductions** – New members were welcomed to the committee; members rotating off of the committee were thanked for their service and exemplary contributions to the committee.

**Approval of minutes** – The minutes were approved as distributed.

### **Report on 2008 conference**

- a. **Attendance** about 305 attended
- b. **Name tags** - use a larger font for names – make them as big as possible; first and last name can be on separate lines if necessary
- c. **Conference at a glance** – Remember to include letters and numbers on the grid; Felicity suggested we label the calendar portion: Wednesday, June 4, Concurrent sessions – or something similar; a second suggestion was to put a map of the rooms on the back of the page
- d. **Flyer for next year's conference** – we need to pay more attention to the color choice of the paper we print on next year (or do away with the watermark) because the text in the shadowed area is not readable
- e. **Menu** – we want to continue having the menu available in the bags
- f. **Slide show** – we want to continue this next year; people seemed to like it
- g. **Website** – Appreciation was expressed for Justin's work reorganizing the website and for his timeliness in making changes.
- h. **Presentation materials** – how can we arrange to have the ppts posted before the conference? Then we would include a page in the program that includes the URL for the presentation materials. It was also suggested that we include a FIND HANDOUTS button on the web page to help people navigate to the presentation materials. Justin indicated that the plan was to have a computer and printer available at the registration desk next year. That prompted the suggestion to have a place at the conference for presenters to submit their presentations. Some committee members felt that a MOBIUS slid show template would be a nice touch for the presentations. Will the new website allow presenters to upload their own presentations?
- i. **Committee orientation** – the group felt the orientation was useful and appreciated the time given to the group for committee-specific tasks. We suggest included a summary of what each committee does either verbally at the orientation meeting or in the committee manuals. The group decided that we needed to have a pre-conference meeting on Tuesday of the conference to discuss last minute issues.

- j. **Room host packets** – suggestions included making the times bigger; laminating and re-using from year-to-year; there was a mis-understanding about providing evaluations; we need to be certain that MCO provides envelopes for the packets, and that the evaluations are organized for each session (i.e. if there are 38 applicants registered for a session we need to receive a bundle of 38 evaluations for that session with the session clearly indicated); this should be done by student volunteers similar to how stuffing the bags is handled

**Share Fair** – This went together smoother than it did last year and still generated a substantial amount of interest. Cheryl will work to advertise more the next year since this was mentioned on a couple of evaluations. Should we have an evaluation form for share fair participants to provide feedback?

**Door prizes** – Melissa indicated we had 18 or 19 door prizes. She said this is fairly easy that she just emailed people in February or March and asked if they would be willing to donate. Melissa wondered if we should put individuals names in a bucket in light of the evaluation that didn't believe the tickets were mixed-up enough. Also – those who come for training should not be included in the drawing. After discussion the group decided that only those who register for the general session by the announced deadline should be included in the drawing (we reaffirmed that committee members and MCO staff are not eligible to participate). We hope that this will encourage people to register by the deadline. Melissa said she would cut the names apart and fold them the Tuesday night of the conference if Justin would provide her the names of those registered for the general session. We agreed to ask if there was something available we could use to visibly randomize the names.

**Forum update** – John has uploaded all of the documents he used for the forums into the documents site of the committee web site. He has developed a template to use in organizing the forums. He is still waiting on 3 reports from this year. Once those reports are received he will post in a format similar to what he used last year. John recommends that there be only one facilitator per forum in the future and that we design a separate forum evaluation form. The committee agreed to adopt this suggestion. Discussion included questions about limiting the number of people at a forum; breaking up into smaller groups to discuss specific topics.

This discussion broadened into a discussion of the registration process. The group feels a definite need for a formal registration process with deadlines and limits for the number of registrants. Lisa suggested we produce a flyer next year (to promote the conference and highlight registration deadlines) and put one in a bag to each member library requesting it to be posted somewhere. After discussion the committee agreed to design a flyer and send to site coordinators and MACPAC cluster reps. Hopefully, this will help to disseminate information about the conference.

**Presenter Feedback** – See list distributed by Mary and Felicity. Question: who sends requests for technology information to the vendors—MCO or the committee? We need to have a better understanding of whose responsibility this is.

**Session Evaluations** – Gayla will distribute her compilation of the individual presentations. Cheryl asked if there was a way to include the program description on the registration. She did not look at the

description when she registered and it is obvious from looking at evaluations that others didn't either. It would be convenient if the descriptions were available along with the title when registering.

**Overall Conference Evaluation** – We reviewed the average responses compiled by Gayla (list attached). There doesn't seem to be much correlation between individual rankings and the overall ranking. Suggestions were to consider having food out on the patio if the weather allowed? Could we have small tables to facilitate small groups?

**Evaluation Forms** – The committee needs to review the forms and determine if there are changes desired for the coming year. Martha suggested the thank you for coming letter ask for 1 thing you liked about the conference and 1 thing you would change about the conference. Cheryl asked if we could have electronic evaluation forms received by email after the conference. This generated a good deal of discussion about the advantages and disadvantages. We agreed that the evaluation needs to have an address of fax number so those who forget to turn them in at the conference have the opportunity to voice an opinion.

**2009 Conference Date** - June 204, 2009 at Tan-Tar-A

We will need to decide about a suggested location for 2010. Several evaluations requested a more central location for the conference. Others suggested rotating throughout the state.

**2009 Chair** Martha Allen was elected chair of the committee for 2008/2009. The need for a chair-elect was discussed. We hope to select a chair-elect at our November meeting.

**Overview of MACPAC duties** – Cheryl wrote a brief overview document. Felicity suggested referring to the list of sub-committees rather than listing the individual assignments. Cheryl suggested 5 items that should be in each notebook under the MACPAC tab: current list of members; timetable/calendar; meeting schedule for the upcoming year; committee overview and sub-committee list. The committee overview and sub-committee list are attached. A "who is responsible for what" document is already in the notebook. The group suggested a change under Keynote Speaker. Change Choose to Recommend. Felicity suggested we also need a clearer definition of who is a vendor and who is a member.

**Sub-Committees –**

**Keynote speaker** - Erin, LaDonna, Mary

**Website/logo** – Julie and Justin

**Promotion/advertising/publicity** – Donna and Erin

**Call for proposals** -- Rick and Kelly

**Share Fair** – Cheryl and Quest alternate – Cynthia Dudenhoffer

**Door prizes/room hosts/slide show** – Lisa , Melissa, Julie

**Forums** – Mary, Donna

**Presenter correspondence** – Mary, Kelly,

**Evaluation forms** – changes will be determined at the November meeting

**Overview of Timeline** – Gayla presented a calendar that moved all the dates backward in order to allow the call for presentations to go out earlier. The group accepted the timeline presented by Gayla. The timeline is attached.

**November Meeting** – we will schedule a meeting for the week of November 10 or November 17 whichever works the best for the most members. We will use doodle to schedule the meetings. Please respond quickly so we can protect the date on our calendar. We will have our third meeting the last week in February or the first week in March.

**Select Conference Theme** – we will be discussing via email if we want to come up with a theme for the conference or if we want to use Show-Me Mobius and begin treating it as a brand for the conference.