

**Mobius Annual Conference Planning Advisory Committee
Meeting
Friday November 21, 2008**

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

1. Cheryl Riley agreed to take minutes.
2. July 7 minutes were approved as distributed; one editorial change was made to the date of the 2009 conference; other typos were corrected as discovered.

3. 2009 Conference Program

We will follow the same schedule as last year. Beth has made arrangements to have karaoke for late night entertainment after the networking.

4. Update on conference speaker

Erin has received notice that our primary recommendation and alternate recommendation were taken to the Executive Committee meeting and accepted. It is now up to MCO to contact and contract with a keynote speaker for the conference. Beth reported that the primary candidate has verbally accepted our invitation to speak at the conference.

5. Determining the conference schedule

The vendor slots and MCO slots remain as they were last year: 8 for vendors and 4 for MCO. We received 41 proposals for 28 open slots. After reviewing the proposals and making suggestions to combine several individual proposals into 1 presentation, a schedule was developed. The proposed schedule at a glance is attached.

Suggestions for next year:

1. Limit the number of tracks an individual can list to 1 primary track.
2. Make them choose between 45 and 60 minutes.
3. When bringing proposals to the meeting – keep them in alphabetical order.

Registration will open at ten a.m. on Tuesday; orientation is at noon; networking session and keynote; karaoke at the bar. MacPac will hold a meeting (separate from orientation) to discuss final points about the 2009 conference. Wednesday is the same it has always been. Training registration opens at eight a.m. on Thursday. This year there will be penalties for late registrations, as per a schedule developed by MCO.

6. Notices to presenters - Mary will send out acceptance letters by December 5th; a month later we will send out letters of non-acceptance; we will include a link to the technology form in the email acceptance; MCO will develop and be responsible for the technology form; all aspects of vendor related presentations are handled by MCO.

7. Forum guidelines – Martha reiterated that we stress that it is an open dialogue; we will have a timeline later for sending out forum information; Mary, Donna and Martha will be working on this

8. Evaluation forms – We reviewed the “all conference evaluation form” we used last year and agreed to add a fax number at the bottom in case someone leaves with one and would like to submit it after the conference. Justin asked that we add a scale to the question asking

respondents to rank items in importance; we added 1 being the most important; 4 being the least important.

9. Beth reminded everyone that MCO is willing to do all of the **photocopying for the conference**. Anyone needing information copied should coordinate with Meagan. Melissa will send the information for the room host packets next week.

12. Brandy Sanchez from the Missouri State Library came to the meeting to discuss the MOU regarding the conference. Brandy is the continuing education consultant at the state library and works with the financing. The MOU is almost identical to last year. Lodging is identical to last year; the changes from the proposal submitted by MCO were in food and beverage because the state library has a maximum statewide that they are able to fund. The total grant is \$47,585. We must include the IMLS logo and the supportive phrase on all promotional material. New this year is an invoice due date of August 1, 2009.

Show Me Steps to Career Development is a grant program from the Missouri State Library that provides funding for staff to attend conferences and workshops nationwide. The application is online. Brandy asked each member of the committee to please share this information with our clusters and co-workers. State library will pay up to 75% of expenses; the home library must match 25%. Lead time is 6 weeks out; no more than 4 months out.

13. **Publicity** – This item generated a good bit of discussion as it is an area that does not have a continuing committee member working on it. After much discussion, it was agreed that MCO will send out the press releases for MACPAC. Any communication between the presenters and MACPAC is handled by MACPAC; any language for publicizing the conference will be drafted by MACPAC and mutually vetted between MCO and the committee. MACPAC will need to provide MCO with a schedule of what is to be distributed when.

14. **Website** – Justin plans to leave as it is until new website launches; we decided to try emailing presenters the week before the conference asking that presentations be emailed to Justin for posting. This would allow attendees to have the presentation available for note-taking during the conference.

15. **Door prizes** – we won't start soliciting door prizes until January, according to Melissa. Beth and Justin shared some ideas about the best time to distribute door prizes.

16. The slide show costs money for screens and equipment; we need to decide if we still want to do this.

Next meeting is Thursday, March 5 in Room 225. Look for an email.

Meeting adjourned at 3:10 p.m.

Respectfully submitted,

Cheryl Riley, Quest