

MACPAC Meeting August 23, 2007 Minutes

Members present: Melissa Hedrick, Felicity Dykas, Abby Rimmel, Mary Batterson, Katy Smith, Susan Hatfield, Cheryl Riley, and Gayla McHenry, Chair.

1. Welcome and introductions

Mary Batterson was the only new committee member present.

2. Recorder for meetings

Cheryl Riley was volunteered to take the minutes because of her demonstration of technological advancement and excellence. ☺

3. 9th Annual MOBIUS Conference

The date for the conference is June 3-5, 2008 at Tan-Tar-A.

4. Mission Statement

Gayla distributed three documents: a "box page", an agenda, and an overview & chronology. The "box page" lists the mission of the committee and who handles what. Information was organized into these categories: before the conference, hotel details, conference program, reception, main conference, training day, and miscellaneous. The major work of the committee centers on programming. Two items were added to the list and other editorial suggestions were made. We will continue to update the list during the year. It was suggested that we add dates throughout the year so we can develop a timeline for the committee.

The Executive Committee meets every two months and MACPAC submits reports for each meeting.

5. Role as a cluster representative - there needs to be some training for new committee members. Beth solicits and new members begin July 1; terms are for two years. Should we have formal communications back to our clusters about the conference planning committee? No decisions were made on this topic.

6. Overview of MACPAC duties - What changes should we make in the proposal process? Should we solicit speakers? Whatever we did last year [this refers to the timeframe we used for sending out messages and soliciting information] seemed to work well and we need to find that information and follow it.

Felicity suggested that we have a definition of what qualifies as a vendor presentation. The group agreed.

We decided to keep the same schedule we did last year for the Wednesday conference but we will move the afternoon break between the 2nd and 3rd afternoon session.

Tuesday night we will have the Keynote Speaker & Networking from 7-10pm. The keynote speaker will be from 7-8 and networking and desserts from 8-10pm.

We decided to include breakfast and luncheon menus in the packets.

Abby suggested having a slide show of cluster screen shots going during breakfast. She agreed to put the slide show together. Felicity suggested that pictures of each library also be part of the slide show.

We have 40 program slots to fill. We have 8 forums at this time. We want to include forums in our request for proposals and revisit our guidelines to insure a forum is not a presentation. We also asked to have two rooms dedicated to forums and have the room set up differently (not theatre/auditorium style seating).

Presentations, forums, and vendor proposals will be solicited. We have 8 slots for forums, 8 for vendor presentations, 20 presentations, and 4 slots for MCO.

8. Select conference theme

Reviewing the chronology - Executive Council needs to be corrected to Executive Committee. Once a theme is selected, we will have completed the summer and August tasks. The group generally agreed that we don't need a theme, but we did decide on a logo - Show Me MOBIUS and the outline of the state....Abbey will work on a graphic to show us.

Break for lunch at 11:45.

Afternoon session

9. Sub – Committees

Returning members kept the assignments they had last year. We tried to put individuals into geographically convenient sub-committees.

Keynote speaker including networking etc. - John Baken & Melissa Vetter

Website/promotion/advertising – Katy Smith, Abby Rimel & Martha Allen

Proposals - Elise Fischer & Rick Dyson

Presenter contacts - Felicity Dykas & Mary Batterson

Forums - John Baken & Melissa Vetter

Share fair / poster sessions - Cheryl Riley & Cynthia Dudenhoffer (Quest alternate)

Door prizes - Melissa Hedrick & Tony Garrett

Topic tables - we decided to discontinue this and allow lunch to be unstructured

Room hosts - Melissa Hedrick

2009 Conference – Mary Batterson, Rick Dyson, Melissa Hedrick.

Please document what you do as a sub-committee so we can pass it on to the responsible person next year.

Keynote speaker: Go back to individual institutions and clusters and brainstorm ideas about a keynote speaker. Post suggestions for keynote to the listserv for John and Melissa V. by September 7. They will also be responsible for meeting/greeting the speaker. We thought this timeframe was workable for finding a keynote speaker:

By September 20 the list of suggested presenters would be sent to the list for all committee members to rank. The top 5 candidates will be established by October 1 and submitted to Beth Fisher at MCO.

The keynote speaker should be identified as soon thereafter as possible.

Proposals: Send our request for program proposals October 15. Reminders go out Nov. 14 and Dec. 3. The Dec. 3 reminder asks for proposals from specific areas. The deadline to receive proposals is Dec. 19. Abby agreed to make a MACPAC wiki where the proposals could be posted. We want a blind review of proposals so that only Rick and Elise know the names of the proposer/presenter. We would like for Rick and Elise to have a cover sheet, kept up-to-date as proposals are received, that details the track each proposal is slotted for.

Evaluation forms - we are satisfied with last year's forms and expect to make minor changes.

We agreed on the following deadlines:

By September 17 each sub-committee should send a suggested list of duties/responsibilities/deadlines to Gayla. Abby will post prototypes of our logo to the wiki by September 17.

Face-to-face meeting: **January 10, 2008** (this is the meeting we will determine the conference program)

February 29, 2008 - all program information will be sent to Susan Hatfield.

Gayla asked about hotel reservations. There were 150 rooms available and we wanted every institution to have a room available. It was a logistical nightmare trying to manage this issue. Gayla recommended that we scrap the registration system and just let the free rooms be available on a first come/first serve basis. The last two years there have been free rooms remaining. We need to publicize the rooms more. The group agreed to formally recommend to MCO that we return to the first come/first serve registration. We need to continue having those with single rooms continue paying 1/2 of the room rate. We thought this might be good information to include on the registration information:

If you do not have a roommate, but want to share a room, you need to find someone to share your room via the MOBIUS listservs you have available to you. If you do not have a roommate, you will be expected to pay 1/2 of the cost of the room.

Respectfully submitted,

Cheryl Riley