

**NCLA 2003 Conference Committee  
Meeting Minutes  
Friday, February 28, 2003  
10 a.m.**

Attendees: Pauletta Bracy, Connie Keller, Caroline Walters, John Abbott, Irene Laube, Dale Cousins, Ann Burlingame.

- Call to Order: Meeting was called to order at 10:02 a.m.
- Welcome: Connie Keller welcomed us to Belk Library on a frozen Elon University Campus.
- The Agenda of the meeting was adopted.
- Review of the Planning Committee Roster – Pauletta requested that we obtain home phone numbers for the roster to be handed out to each member of the committee so that contact can be made in case of adverse weather.
- The Minutes of the January 10<sup>th</sup> meeting were seconded and approved.
- The group discussed the options with reserving hotel space and who would handle this matter for speakers, etc. Caroline indicated that according to previous records it seems that Administrative Assistant was sending in reservation applications with the previous NCLA credit card listed to hold the room. Caroline noted that the credit card may not have been charged and that a final bill was sent to NCLA for the room, but to hold them a credit card was required. Pauletta and Irene agreed to investigate getting a credit card for this purpose and other miscellaneous expenses related to the Conference to reduce the number of reimbursements required by Diane Kester, NCLA Treasurer.
- **Programs** – Dale indicated the following general programs under consideration:
  - Doug Marlett – will provide a carton for the Friday afternoon Session. Cartoon will cost \$1000, plus a speaking fee. The Center for the Book may sponsor this event. Possibly a book signing as well. Pauletta indicated that the original cartoon should be framed and placed in the NCLA office. Questions were asked about how many copies of the cartoon would be need to give all attendees a copy. Also copyright issues need to be discussed between Marlett and NCLA.
  - Randall Kenan – possible for Friday AM Breakfast. Dale is trying to reach.
  - Trudier Harris (visiting Ann’s Library soon) is a fall back for the Friday AM Breakfast.
  - Ogilvie Lecture – Walt Crawford – American Library Columns. Issue would be costs in coming from California.
  - Fallbacks for Ogilvie Lecture include Nick Babains – recommended by John Abbott.
  - Dale asked about when awards would be handed out – Pauletta indicated that awards like the RTSWL and recognition of Endowment contribution would be made at the Ogilvie session.
  - Public Library Section is also doing an award – most probably at one of their sessions.

- Opening Session – Dale indicates that Mary Easley was not available, Oprah had refused and she had had no response from Sen. Dole, Sen. Edwards or Mr. Bush.
  - Dale recommends Rick Bragg from Opening Session. Costs would include \$6000 plus travel from New Orleans.
  - John Abbott suggested working with speakers to negotiate prices of speaking fees – some may reduce fees if they know what they are attending.
  - Dale will pursue Rick Bragg, Trudier Harris and Randall Kenan and discuss prices of speaking.
- **Publicity:**
    - Pauletta reported that there was not a logo for the conference yet – she will speak with Evelyn.
    - Pauletta showed the mailing from ACRL as a sample of a smaller registration package for mailing. It was indicated that Ross had arranged cheap printing costs and we should ask him about the printer he used.
- **Exhibits:**
    - John A reported that Shepherds was chosen as the decorator choice for the conference – they were the cheapest with the best services. John needs to know what colors should be used.
    - 85 booths have been estimated.
    - There was a discussion about advertising in the program. Due to the small number of ads in the last conference and issue involved with printing costs with ads, it was agreed by the group that there would be no ads in the program.
    - John reviewed the dates and hours of exhibit hall for the conference for the letter and application for exhibitors. Special note was made that the exhibit hall could close at noon on Friday.
    - There was a discussion about providing lunch options for the vendors – it may be possible to set up an arrangement with a catering company in Winston-Salem to provide box lunches for exhibitors to purchase and have delivered on site.
    - John A. indicated that he will coordinate volunteers to assist with exhibits and will look into a better lounge area for the exhibitors.
    - Registration for exhibitors will be set up downstairs Tuesday PM and Wednesday AM. Volunteers will staff.
    - John A. indicated that exhibitor letter is ready to send. He will provide the NCLA office with complete mailing list of past vendors.
- **Local Arrangements – no report.**
- **Store** – Caroline presented samples of items discussed during the last meeting as well as catalogs for everyone to look through for additional ideas for a “higher quality” of merchandise for the store. Suggestions included: Post-It Cube, Gel Mouse Pad, Umbrella, Letter Opener, Pen on Lanyard, and Computer Sweeps.

- **Placement Center** – Connie will draft a letter to library schools and will mail using Elon University's provided mail services. She will have more information and plans closer to Conference.
- **Registration** – It was suggested that the Registration form be limited to one page to make processing easier. Speakers will need a registration package at check-in. There was a discussion to acknowledge registrations, processing memberships with registration and online registrations. Online registrations will require secured server for credit cards which the Executive Board needs to review.
- **Budget** – Caroline handed out a copy of budget which will be presented at the April 25 Executive Board Meeting. Pauletta indicated that we will have another meeting before the Board Meeting to review the budget.
- **Reception and Events** – Pauletta indicated the chair position is vacant. She has several people in mind and will have a new chair chosen by the next meeting.
- **Site Selection** – Philip could not attend. Pauletta indicated that there will be a new convention center in Charlotte and this might be a good place for the 2004 100 Anniversary Conference. Dale indicated that John V. had told her than SELA/SC were committed to Charlotte for 2004.
- **Website** – No report.
- **Other Business:**
  - Pauletta suggested that a Poster Session might be a good idea to fill the exhibitors hall if vendors were sparse. It should be advertised as an Academic Juried Poster Session. Dale will assist in making arrangements.
  - Pauletta reminded chairs that they should provide committee member names and emails to her and Caroline.
  - Caroline will mail Store suggestions and catalogs to Ednita for her review before the next meeting.
  - The next meeting is schedule for April 16 at Bennett College in Greensboro.

The meeting was adjourned at 12:15 p.m.

Respectfully Submitted,  
Caroline J. Walters