

NCLA 2005 Conference Committee

September 8, 2005

**Marriott Hotel
Winston-Salem, NC**

Minutes

Attendees: Robert Burgin, Chair; Wanda Brown, Local Arrangements; Jeanne Crisp, Program Co-Chair; Steve Kelley, Exhibits; Waits Raulerson, NCLA Store; Susan Smith, Placement; Andrea Tullos, Registration; Veronica Walker, Publicity; and Bill Kane, Vendor Representative.

Robert opened the meeting by reaffirming that the Conference would not be cancelled and that individuals cancellations would still require the \$25 administrative charge. He reminded the committee that in 2001, the Conference refunded over \$3,000 when Hurricane Floyd hit eastern North Carolina. Andrea noted that only a couple of counties had cancelled at this point.

1. Conference store

Waits reported that he has all of the inventory for the store and that he has stayed within his \$2,000 budget.

2. Exhibits

Steven reported that we have 81 exhibitors at this point. This is fewer than we expected, and we will eliminate an entire row of booths. But revenue from the vendors is about \$41,000.

The Internet café will now occupy two booths in the exhibits area. The poster session booths have not been sold. The swap and chat session will take place on the stage area of exhibits.

Steve will handle the ribbon cutting to open exhibits on Wednesday, September 21. NCLA President Pauletta Bracy and Conference planning committee vendor representative Bill Kane will cut the ribbon.

Steve will handle security at the exhibits. This may go over the amount originally estimated in the budget, but the committee felt that good security was important.

3. Local arrangements

Wanda has at least two options for photographers.

Wanda will purchase a present to be given to Pauletta at the Friday session. Andrea and she will also arrange for Pauletta to receive NC library license plate # 1.

Larry Hamlin's props will be brought to the Convention Center by the Wake Forest staff; they will be covered by the Convention Center's insurance while they are on site.

Wanda has arranged transportation for Herman Boone from the airport.

Wireless appears to be working in the hotel, although Waits's connection was very slow.

Steve noted that we may need to rent tables. Wanda needs 15 tables for NCLA sections, roundtables, and committees.

Rae Torrey (from the hotel) wants to meet with the hotel staff and as many committee members as possible on Monday, September 19. Robert noted that he would not be able to attend, but most of the members from Wake Forest should be able to attend.

The committee discussed the need for walkie talkies, and Wanda will try to locate or rent these. Those needing walkie talkies include registration, Steve, Wanda, Wanda's assistant, Robert, and Rae.

4. Placement

Susan reported that she has heard from only three librarians in response to her announcement about the job posting center at the Conference. She will search Web sites for jobs to post if she needs to.

Susan has also arranged to cover travel for her session's speaker.

5. Poster sessions

Robert reported for Lisa Williams that the poster sessions are in good shape. We received 29 proposals and accepted 24 poster sessions.

Lisa also put together a booklet of poster session abstracts, and that booklet has been received at Wake Forest.

6. Programs

Jeanne will put together an addendum to the Conference program that will cover any cancellations or changes to the sessions. Steve will put together a similar addendum for the vendors. These addenda will be prepared and emailed to Wake Forest for printing on Monday morning, September 19.

7. Publicity

Veronica has sent the Conference program to the printer, and it should be delivered to Wake Forest next week.

Veronica is also working on press releases for the television and radio stations and the newspapers in the Winston-Salem area.

8. Registration

Robert noted that registration appears to be going well. As of Tuesday, registration income was \$53,880, which is higher than the \$50,000 budgeted.

Andrea asked about ribbons for the attendees. The group decided that there should be a ribbon for Conference sponsors.

Wanda showed off the Conference bag, which was sponsored by Thomson Gale. Everything will be placed into the bags. So far, each bag will include a name tag holder, an NCLA history booklet from the 2004 bicentennial Conference, a discount coupon for the Conference store, the booklet with abstracts from the poster sessions, a flyer on the North Carolina library license plate, NCLA pins, the Conference program, and the addenda.

Steve will handle registration for vendors downstairs.

9. Web site

The Web site is in good shape. With Kim's help, Bao has added a list of individuals who have registered for the Conference.

10. New business

There was much discussion of raising money for the victims of Hurricane Katrina. After much discussion, two ideas emerged.

First, Jeanne will handle a raffle that will raise money for the Louisiana Library Association's Disaster Relief Fund. She will identify prizes, and attendees will be able to purchase tickets for specific prizes. A drawing will be held at the All-Conference Reception to award the prizes, and the proceeds will go to the LLA Disaster Relief Fund.

Second, Robert will check with Pauletta to see if profits from the Conference store can be donated to the LLA Disaster Relief Fund.

Both fund raisers will be publicized throughout the Conference.

11. Review of 2005 Conference planning timeline

Robert ended the meeting by noting that the Conference seems to be in good shape. He thanks members of the Committee for their hard work and reminded them that there will be a debriefing meeting following the end of the Conference on Friday, September 23.