

**Michigan Chapter SLA
75th Anniversary Committee Meeting
March 4, 2004**

Meeting Summary – *bold italicized items* require a decision or action

Two items to note:

- Stephen Abram has a new job, Vice President of Innovation at Sirsi Corporation. We will need to update printed materials and web references.
- SLA has updated the logo. We will need to update printed materials and logos on the website and bulletin.

1. The Event committee update

- Kathy presented a revised **event schedule and registration flyer**. The committee agreed to the revised schedule. A few changes will be made to the registration flyer: update the SLA logo, center the dinner menu, correct the spelling of the word accommodated, add a statement to “Please include payment with mailed registration form.” The revised registration will be emailed to the committee for final approval. Kathy will print and have her students prepare the mailing. Registrations will be mailed April 2nd, and responses will be sent to Joel. Registration deadline is May 6, 2004.
- **Speaker gifts** – Joel will contact a friend who has a goodie basket business – determine pricing for a Made in Michigan basket.
- **Volunteers** for hosting keynote reception, registration tables – The committee decided to not print nametags for the afternoon reception. The hospitality committee will have greeters at both entrance doors to the auditorium to welcome attendees and pass out Anniversary pens (one per person). ***Should we check people’s names off the list?***
- **Speaker schedules** – Kathy tried to get information from the speakers in January, but neither responded. Kathy will contact the speakers one month prior to the event to finalize schedules and flight/hotel details.
- **Special Guest invitations** – Paulette received a letter from the White House indicating that Mrs. Bush will not be able to attend the event. The Publicity committee will send out special invitations to the following guests (***who else should be included on this list?***):

Governor Granholm
State Librarian (Christine Brandau)
Director, DPL (Nancy Skowronski)
Director, MLC (Randy Dykhuis)
Director, OU (Elaine Diddier)
Director, Dearborn Public Libraries (and staff)
Director, EMU
Director, MLC
Director, MLA
UM Head of Libraries (Bill Gosling)

UM SI Dean
UM Dearborn Director (Tim Richards)
WSU Dean of Libraries (Sandy Yee)
WSU Director LISP
MSU Director
Pres MI AALL
Pres of MI Health Sci
Pres of MLA

2. Publications committee update

- Anniversary Program – The program will have a light blue card stock cover and will be 8 ½ by 5 ¼ inches. 4 sheets of paper will provide 16 pages of info, 5 sheets of paper will provide 20 pages of info. Nancy priced the printing at Kelly Services, and the approximate cost is \$50 per 100. On the center pages will be the schedule for the afternoon and evening. The other pages will include: message from the President, message from the Archivist, anniversary committee members, current officers and committee chairs, past president's list, special awards, special guests, sponsor ads, congratulatory ads, and snapshot of what was going on in 1929. The chapter history/timeline is too long to include, but will be posted to the website and printed in the June bulletin.
- Giveaways – Laura provided a handout showing the pen and clock selected for giveaways, the size of the space for printing the logo, and the cost estimates. We will order 200 pens and 75 clocks. ***What is the order deadline?***
- Recognizing Past-Presidents – Laura reported that corsages and boutinieres will cost \$5 each. We will order enough for each past president attending and for both speakers. ***Honored guests?***
- Nametags – The committee decided to go with plastic badges at the dinner meeting, and not use nametags at the afternoon lecture/reception. Joel will purchase and print nametags. ***Can we mark the nametags so that the person's menu selection is indicated?***
- Photo display – we will send another email to the listserv requesting photos. ***What do we do if we do not have enough photos? How much is enough?***

3. Publicity committee update

- Save the Date message has been sent to the Michigan chapter members, Corporate Library Update Feb issue, Information Outlook April Issue, Library Journal, Western Michigan SLA Newsletter Feb issue, Cincinnati chapter listserv, Indiana chapter listserv, Cleveland chapter bulletin, UM SI, UM SI Alumni listserv, WSU Alumni listserv, ALA Student group WSU, Library of Michigan Access Newsletter, MLA listserv, MLC listserv, MDMLG website and listserv, TLN newsletter, DALNET listserv, COLG and SEMLOL (Kathy will announce at next meeting), MI AALL (Chris will handle), and the Medical Libraries Association Midwest bulletin.

- The registration flyer will be mailed in early April to our chapter members. A week after the members receive it, registration will be open to non-members.
- Alice provided a handout regarding publicity ideas. The publicity committee will market the afternoon lecture/reception to non-members with a different focus than publicity to members. The committee hopes to find a member who is allowed to speak to the media, tied in with Special Librarians Day on April 22nd. Included is a list of people to receive special recognition: past presidents, state librarian, Fred Ruffner (Gale then Omnigraphics, contributions to the profession---*sounds like a separate chapter award from Marge Shepard, we need to talk about this*), Detroit News first president, retirees, etc.
- Proclamations – Joan will seek Letters of Congratulations from
 - A. MEMBERS OF CONGRESS
 - Rep. John Conyers
 - Rep. John Dingell
 - Rep. Dale Kildee
 - Rep. Carolyn Kilpatrick
 - Rep. Joseph Knollenberg
 - Sen. Carl Levin
 - Rep. Sander Levin
 - Rep. Thaddeus McCotter
 - Rep. Candice Miller
 - Rep. Michael Rogers
 - Sen. Debbie Stabenow
 - B. MICHIGAN STATE LEGISLATURE
 - Senate President Lt.Governor John Cherry
 - C. OTHER STATE ELECTED OFFICIALS
 - Governor Jennifer Granholm
 - D. LOCALLY ELECTED OFFICIALS
 - Kwame Kilpatrick, Mayor of Detroit
 - Michael A. Guido, Mayor of Dearborn
 - E. NATIONALLY ELECTED OFFICIALS
 - First Lady Laura Bush (rather than President Bush)
 - F. LIBRARY GROUPS
 - American Library Association
 - Michigan Library Association
 - Medical Library Association
 - American Association of Law Libraries
 - Library of Congress

Please let Joan know if you have any other suggestions since there is plenty of time to make deletions/additions.

4. Sponsorship committee update
 - Sponsorships received – Lexis, Swets, Factiva
 - Sponsorships promised – Proquest, Thomson, Marriott Info Svcs, Gale Group
 - Following up on services for payment – Kathy will check with hotel about renting an easel. All the vendor sponsors can be listed on the same poster. Kathy will design and send a draft to the committee. Carol will coordinate ad copy from the sponsors, forwarding to Nancy to include in the program.
 - Program ads – Joanne and a few members of the committee met after the meeting to draft a memo that members may give to their bosses seeking congratulatory ads for the program. The final draft will be sent via email to all members, including a reminder about library photos and addresses of former members. So far the two library schools and Bryant Information have promised program ads. Paulette will contact past presidents about chipping in for an ad.

5. Budget updates
 - Giveaways and program costs are less than expected. The budget will be revised to
 - \$300 for pens
 - \$300 for clocks
 - \$300 for printing (depending on number of pages and number printed)
 - Savings over original budgeted amount: \$600

6. Next committee meetings:
Monday, March 29th, 6:15 pm
Thursday, April 29th, 6:15 pm