

**Michigan Chapter SLA**  
**75<sup>th</sup> Anniversary Committee Meeting**  
**March 29, 2004**  
**Meeting Summary**

1. The Event committee update

- Revised registration draft – The committee made some changes to the registration form. Kathy will edit and email the newly revised draft. Member mailing date: April 8<sup>th</sup>. The mailed registration will be followed by an email to the members indicating that this event is an appropriate event to consider inviting one's boss to. Approximately one week after the membership is invited, invitations will be mailed to local library and information associations and public library cooperatives. Kathy will contact John Rivard about an edited version of the anniversary logo, so that the wording on the top line reads "Michigan Chapter SLA." Joel will add more details to the chapter website.
- Speaker gifts – Joel's friend no longer makes gift baskets, but he found another vendor. The committee decided to purchase the \$40 basket and to add a blue Michigan Pewabic tile, \$20, to the basket. ***If we cannot get a Michigan tile, is a geometric shape OK?*** Kathy will ask April Vossberg if she can get a discount at the DIA for us. Judy is willing to meet April to purchase/pick up the tiles.
- Volunteers for hosting keynote reception, registration tables – Joel will ask Candace and the Hospitality committee to assist with this. At the afternoon lecture/reception, we need 2-3 people to handout nametags, pens and programs. At the evening dinner meeting, we need another 2-3 people to distribute programs to the dining chairs, and host the registration table to check people in, and handout nametags and clocks. Pens and clocks are one per person.
- Paulette contacted Governor Granholm's office to invite her to make opening remarks at either the afternoon or evening event. The office is currently working on her April schedule, so we not learn whether she can attend until late April. The good news is that the invitation has not been declined. Keep your fingers crossed.
- Nametags – There will be peel-n-stick nametags at the afternoon lecture and reception to help us identify registered attendees, especially during the reception. Plastic name badges will be used during the evening dinner and meeting, with the menu selection indicated on the badge.
- Speaker schedules still need to be worked out. Judi is available for chauffeuring as well as Kathy and Joel.

2. Publications committee update

- Anniversary Program – Nancy presented a draft of the program. She needs a letter from the chapter president by April 15<sup>th</sup>. Nancy will order approx 125 copies of the program for use at the dinner meeting. A copy will be sent to SLA headquarters, 3-5 copies will be placed in the chapter archive, and Carol will include a copy with the sponsor thank you letters. For the afternoon reception it was suggested that we distribute a single sheet listing the program on the front side and the sponsors on the backside. The paper will be a heavier weight, but not as heavy as card stock. Kathy will draft an afternoon program and email to the committee for revision.
- Giveaways – Laura will order the pens and clocks in early April. The pens will be black and gold with a gold anniversary logo, and the clocks will have a black anniversary logo.

- Photo display – James has not received many photographs to date. The committee agreed to not pursue a multimedia display for the anniversary event. We can still continue collecting photos and possibly create an electronic archive on the chapter website.
  - Photographer – Judy and Kathy can bring digital cameras, but we need someone to take photographs during the event.
3. Publicity committee update
- Invitations – Special Guest invitations will be mailed at the same time as the member mailing. Past Presidents will receive a slightly different copy of the registration form; they will be charged \$30 whether they are members or not. Alice dropped off the letter for the past presidents, and asked us to review the letter to special guests. The committee recommended that the special guests letter open with “Dear Library Leader.” Kathy will prepare and mail these letters with the member mailing.
  - Proclamations – Joan will mail proclamation requests approximately 4 weeks prior to the event. Proclamations will be displayed at the event. James plans to set the notebook up using archival materials.
  - Article for June chapter bulletin – Chris will draft an article for the chapter bulletin reviewing our anniversary event.
4. Sponsorship committee update
- Sponsorships – Seven sponsorship checks have been received bringing our total sponsorships to \$2900.
  - Following up on services for payment – Carol will coordinate registrations and dinner selections for the sponsor representatives attending the event. Kathy drafted a poster thanking sponsors, and Joel will handle the printing and mounting on foam board details. Kathy will try a poster layout using the logos, as long as it doesn’t look too cluttered. Kathy will request an easel at the Dearborn Inn and HF Centennial Library. Carol set a deadline of April 5<sup>th</sup> for sponsors to submit ad copy, and will forward ad copy and logos to Nancy, Joel and Kathy. Nancy will fit the ads into the program, and Joel will add links on the chapter main website. Joel will provide Carol with an attendees list for Carol to include with the appropriate level sponsor thank letters and programs. ***When we say “prominent acknowledgement during event” what do we mean?*** I can certainly announce them at both events and ask them to stand (but not speak), but should we do anything else?
  - Program ads – Bryant Information paid for their ad. SME plans to take out an ad. The UM-SI and WSU LISP have been invoiced. Paulette has had a good response for the Past President’s ad. The Friends of the Detroit Public Library are planning to take out an ad.
  - Omnigraphics will provide an in-kind donation. They will award a one-year free subscription to HQ Online, valued at \$185. ***Barry did you say you would award one or two subscriptions?***
5. Budget updates – A revised budget was distributed. The numbers are looking good.
6. The next Anniversary meeting will be on Thursday, April 29<sup>th</sup> beginning at 6:15 pm, UM-Dearborn.