

MILEX Meeting

Friday, July 18, 2008

10AM – 12 PM

Loyola Graduate Center, Timonium

Present: Sharon Casey (CCBC-Dundalk) ; Susan Cooperstein (Loyola/Notre Dame Library); Sarah Crest (TU); Stephen Ford (SU); Marianne Laino (MICA); Sara Nixon (TU); Ginny Polley (Villa Julie); Simmona Simmons-Hodo (UMBC); Lee Wisel (Columbia Union)

MILEX Conference 2008 Updates

Susan Cooperstein reported on the conference program

- Ken Bain has confirmed his participation – his talk will follow lunch
- Discussed doing a book signing, but unless publishers have a deal, we cannot afford to do this
- Mailings:
 - Speaker confirmations will be sent out this week
 - Need to solicit proposals for Pecha Kucha
 - Encourage members to think of people to do this
 - Also Sara will send this out to Marylib and regional discussion lists
 - Need to start E-mailing conference announcement by 1st week of August
 - Send registration to graduate students in library and information science
 - Simmona will get word out to students at UMCP
 - Should also send announcements to students at Clarion, Indiana, Catholic (ask Sarah Sheehan)
- Conference on-sight needs
 - Agreed that Susan, as the facilities person, should be available at the registration desk
 - Need to solicit MILEX members to be room monitors for various sessions
- Costs
 - Estimate that it will cost us about \$ 20/person for food
 - Registration will be = \$75 for members, \$100 for non-members, \$40 for students
 - Speaking fee plus one night at Crowne Plaza North for Bain
 - All presenters get free lunch and let us know by date
 - Different member universities will absorb the cost of copying presentation materials
 - Generally, should allow \$4.50/person for folders, pens, notepads
 - Stevenson University will provide us with 100 folders
 - Frostburg will give us pens
 - TU's Center for Instructional Advancement and Technology has provided badge holders
 - Sarah Crest is looking into notebooks - 150 notebooks/\$500 possibility
 - SC is asking Lexus

To do:

- Get permissions from speakers to put the information up on our Web site - Susan??
- We need descriptions of programs up on the web so that librarians can get approval to attend
 - Remember to let Sarah Crest to know about attendance – so that we can create attendance certificates and presenter certificates
- Send out e-mail to people who attended LOEX of the West – send out as a blind copy
- Check with Sean about the online registration form
- SC will look at registration send out a print copy and will give option of the online form

- Refunds?
- Insert in conference attendees folder –
 - MILEX Membership form: 1st time member = introductory rate?
 - Insert on restaurants in the area – PR will do this
 - Map of campus w/restaurants around , transportation, Baltimore promotion, light rail, harbor excursion

NEXT MEETING: Friday, September 5, 2008, 11 a.m. – 1 p.m. at Blackwell Library, Salisbury University

Respectfully submitted,
Sara Nixon, MILEX Secretary