Ken Soehner began the meeting at 4 pm.

1. Board vote on acceptance of the TEI contract

Brief discussion on matters relating to the TEI contract.

Motion 9: "It is moved that the board approve the management association contract with Technical Enterprises, Inc. (TEI) of Oak Creek, Wisconsin."
The motion was seconded and was approved unanimously.

2. Conference schedule and activity updates: 1 month out. (Items arranged topically, not necessarily in the order followed in the meeting.)

A/V Needs
Sue Rawlyk and Elizabeth Clarke are working on data projection requirements; Tony White is working on room assignments.

Eileen Fry continues to gather information regarding the A/V needs for the meetings and sessions. She will evaluate the costs of data projection for full meetings versus limited time (one-hour) projection.

Discussion on A/V requests for self-scheduled meetings. Only 3 session rooms will have A/V due to cost. Liv Valmestad wants A/V for the Canadian members meeting; she and Tony will discuss this.

Business Meeting
Ken will solicit agenda items for Annual Business meeting on ARLIS-L and AWS
Deborah will forward the old agenda to him; Ken and Amy Lucker have worked on a draft. Members want an open comment period, not a speaker, but creative ways to solicit discussion are needed. Ken and Amy Lucker have worked on some questions to ask, Elizabeth Clarke proposes addressing the economy’s impact on the Society, ask people to be creative. Liv Valmestad suggests that the questions be posted in advance on ARLIS-L.

Events
The convocation program has been submitted. Some timing has been done. How is everyone informed? Last year Carole-Ann Fabian (as award committee chair) conducted a dry run. This year Susan Moon has said everyone gets one minute. Need to leave time for DSA and Max Anderson - timing is tight this year, so there is no time for data projection other than book awards. Eileen suggests that the book awards (Kim Collins) and DSA presenter combine their presentations in PowerPoint. Alba will follow up with
Max Anderson on his data projection requirements, if any. The DSA recipient needs to give their remarks to conference proceedings editor and to Nedda. AWS needs awards section update - true of other areas as well.

Development of the silent auction website to publicize donations is proceeding apace. Amy Trendler & Nicole Beatty work on it daily. Ted Goodman and Amy Lucker volunteer to conduct the Sunday morning silent auction finale if necessary.

Amy Trendler, Elizabeth Schaub and Cate Cooney are working with Amy Lucker on the agenda for the Leadership Breakfast. The menu is set, including a vegetarian option.

Attendees to Leadership Breakfast discussed, invitations to be issued. Sonja Staum and Barbara Rockenbach will ask Peter Bernett about the title of the breakfast.

Events arrangements are proceeding nicely. Final numbers are needed by April 10. Agreement that Society Circle reception should not have a cash bar. Cost for bar $1,000; we have a $500 sponsor, and Ted will find another $500. Convocation has a cash bar; Sue Rawlyk will come up with drink tickets for award winners, first time attendees. She will check her ribbon box and order as necessary.

**Exhibits**
Shelley Quattroccoli has done the exhibitor’s evaluation form. Waiting for final information on Internet charges of $35/day for vendors.

Sue Rawlyk will arrange for exhibit security for closed hours. Lunch is covered by volunteers, which Shelley will arrange.

**Financial**
Ted Goodman needs to get names and addresses for recipients of all honoraria, stipends, travel funds from Tony and Eileen to Sue; if checks are over $750, the recipients need to fill out W-9 form and return to Sue Rawlyk.

Ted Goodman will post the 2008 complete budget- after adjustments we are $4,000 in the hole. We lost $42,000+ in unrealized investments due to the economic crash. [Correction: This figure was corrected in the “Summary Budget 2008” sent out by Ted Goodman via email on 3/31/09: The loss of $42,977 should not have been placed in the unrealized loss/gain line. Ted has removed that from the budget and now the budget shows a profit of $38,186.]

Elizabeth Clarke reports that the tax-exempt forms have been filed, but Keith Joyce says that processing will take 6 weeks to 3 months to complete; hence we will have to pay 8% tax in Indianapolis. This affects the silent auction and all donations including those to Society Circle; it will be resolved, but it’s going to take time.

**Program**
Sue has a copy of some draft of all program text, though still needs some graphics. Copy will be ready for editing by Friday. Eileen and Sue think we’re okay.
Eileen Fry is updating the sponsorship page on the conference website. She will add links to sessions’ full descriptions, and eventually a pdf of the program, when she has a reasonably accurate draft plus changes. Tony White and Eileen will load abstracts and program to Lulu.com for on-demand printing option.

Publicity
Conference previews are beginning to be issued. Mari sent out an enthusiastic message to ARLIS-L this afternoon. Eileen is working on her top 10 things message, which she’ll send out closer to April 1.

Revisions to the website continue: including the final program, donor acknowledgments, etc. as they become available.

Alba Fernandez-Keys will follow-up on the local conference press release. It is written but they don’t want to release it too early.

Miscellaneous
Next year’s CPAC is subscribed to CONF-L as observers, but Indianapolis CPAC does not use their Google Group, so Amy keeps Boston CPAC in touch.

Self-scheduled rooms have been announced on ARLIS-L.

Rijn Templeton has issued a call for registration and hospitality desk volunteers; form available on website.

Reminders to all session leaders and moderators about how to manage their sessions have been issued; all presentations on one computer, need for recorders, etc.

"Early bird" registration has been closed.

Sue has list of required signs; she works with Ion on production and ships to the hotel; works with hotel on smaller signs.

Sue Rawlyk needs the alternative transportation possibilities determined within the next week and a half. She will check the numbers for cancellation possibilities.

Ken Soehner adjourned the meeting at 5:00 pm.

Submitted:
Rebecca Price, Secretary
Heidi Hass, in-coming Secretary