

**2007-2008 UUGI Executive Committee/SirsiDynix Meeting**  
**Tuesday, February 20, 2007**  
**4:30 PM**  
**Randall Davey Room, Broadmoor, CS CO**

**Minutes**

Attendance: Kristen Valyi-Hax, Lissa Potter, Carla Clark, Michael Bowden, Natalie Palermo, Mark Andrews, Debby Conrad, Holly Gordon, Rob Brown, David Slater, Debbie Martin, Pia Jones, Lebron Miles, Karen Albright

1. Call to Order – Holly Gordon

Detroit Renaissance Center Rep (Judy Dufour) presentation. Before the formal meeting began Judy gave an update on hotel renovations in Detroit, local facilities and various food and activity options which will be available to 2008 conference attendees. Many restaurants and other facilities are available within the hotel and within 3 blocks of the hotel. If people will want to cross in to Canada they will need a passport. Input at the Detroit vendor booth has been mostly positive and people seem excited about the venue. Judy will provide two sets of 2 tickets each to a Detroit sporting event to be used as registration incentives.

2. Introductions. Pia is contracted for 2008 and 2009 as the conference organizer.

3. 2008 Superconference – Detroit – Assumptions and Questions:

a. Holly outlined that the results of this meeting would be a Memorandum of Understanding between Unicorn User's Group International (UUGI) and SirsiDynix (SD) concerning the responsibilities of each party in the planning, execution and resolution of SuperConference 2008.

b. Mark and Holly talked earlier today. Holly (current chair) will transition Mark (incoming chair) into his duties as primary contact and coordinator between Pia and SD concerning the shared duties with SD, UUGI and Pia.

Debby suggested a possible amendment to the UUGI by-laws to have the outgoing chair go out on the last day of the conference instead of the first.

A new e-mail group will be set up named chair @uugi.org. This group will include the outgoing, current and incoming chair.

SD will correspond mainly with Mark on shared duties as outlines below. Mark will often cc either all exec committee members or the other chairs to either provide information or solicit help with issues.

Slotting Rooms-For 08 it will work as it did in 07. Program chairs will slot the UUGI sessions and SD will slot the SD sessions with Pia in the loop. Pia will slot rooms in 09. There is a template. Most room sizes worked out well this year. In 09 Pia will work with groups on the slotting (but UUGI can't take all the good rooms!)

Directional Signage and Room Signage-In 07 SD provided most of the signage with recommendations on directional signage by Pia. In 08 SD will still do this with input from Pia. In 09 UUGI will do this with Pia. There will be a sign template. SD provided Pia with what is needed and she adds on more hotel directional signs. Freeman is the company that did the signs. Marriott may have more electronic signs by rooms or other signage methods.

Registration Desk Setup and Volunteers-SD tells Pia what hardware, furniture, Internet, trash cans & so on are needed. Emma from SD has a list of supplies needed to run the registration desk. As in 07, 08 desk help will mostly be by local volunteers. Debby will handle this along with local volunteers. David mentioned that someone working the desk has to “know the ropes” for consistency. We can also have a procedure sheet and phone numbers of people to contact for help. There are some special situations with the Executive Track. SD will do Executive Track registration in 2008. There could be two lines – one for Executive Track and one for UUGI registration. SD may do the Executive Track registration near where the Executive Track takes place. Michael and Debby will work on these procedures. Ranny L. may help also.

Badges-Confron (Experient) is the software that will be used for registration next year. This software can create user badges. A badge template can be set up in the software and then badges can be printed out. A logo will need to be designed for the 09 conference as well as having someone design the 09 conference website. The 08 logo is done & will be on display at the Q & A session on Wednesday and at the SD party Wednesday night.

Program Planning-Lissa and Michael are the 08 UUGI program chairs. They will be working with Lebron and Karen at SD and with Natalie who is the UUGI pre-conference planner.

c. SuperConference Program Design Committee-SD will help. CODI has a good designer. SD used an internal art director for 07. Maybe Ranny can help with this. UUGI will probably use the designer CODI uses and will consult with SD. The cost for the 07 program was approximately \$5000. Registration and the program are probably the two hardest and most detail oriented to control. SD will continue to help proof and edit. If UUGI decides a complete program design is needed SD may not have time to help fully. The committee didn’t feel a redesign was needed.

d. Registration (Confron). Pia works with the vendor who does ALA. You can load “potential” attendees and Confron sends out invites, compiles stats and does surveys. CODI uses it and these “extras” aren’t charged. The cost is approximately \$9,000 for 1,000 attendees and you pay for one person to come onsite. They can do member UUGI registration and sign up for a fee. CODI pays a membership person. SD has to tweak Regonline for it to work. Confron does payments and financial reports. It keeps track of a revenue stream. It can do credit card and check payments. Will have to work with the finance department at SD because the money still goes to SD. We probably won’t do the payment mechanism for 2008 since it will have to change in 2009. It will be a new company but probably the same payment method. Checks will be made out to SD for 08. Credit cards go through Confron but checks go directly to SD. It was not decided who questions would be routed through.

e. Pia’s main contact will be in-coming chair with cc’s to Lebron and Karen at SD.

f. SD is accepting liability for unfilled rooms again in 2008 since they signed the contract.

g. In 2008 UUGI & SD will watch costs closely so a true budget can be determined for 2009. Because SD wants UUGI to take greater financial responsibility for future conferences, UUGI needs to take any profits that come from this conference.

Will check surveys to decide if breakfast should be provided or not. Need to guarantee hotel a minimum for food, beverages & rooms to reduce room rates. Also need to negotiate and guarantee AV costs. Don’t take the first bid. Pia will work on this.

Vendors/exhibitors will be invited in 08 by Pia. They pay to come.

h. UUGI will not be sending the full executive committee for a summer 07 planning trip to Detroit. Lissa and Kristen are local and will probably meet with SD staff. Michael may come as well.

i. A handout was attached that discussed the general program planning timetable used for the 2007 conference by Rob and Natalie. Karen & Lebron have internal planning sheets that they will share with UUGI. Pia handed out a conference meeting space layout sheet for Detroit in 08.

4. UUGI will be “in training” for the 2008 conference in preparation for 2009 when UUGI will be doing most of the work. Holly will contact people who ran for offices but did not win to see if they will help in the planning for 2008. Most have already indicated that they would like to help.

5. Meeting was adjourned by Holly.

Respectfully submitted by Debbie Martin, UUGI Secretary