



TO: Melinda Orebaugh, President
Midwest Chapter/MLA

FROM: Sheryl Stevens, President-Elect
Midwest Chapter/MLA

SUBJECT: Report for Spring Board Meeting
Chicago, Illinois / March 26, 2004

DATE: March 1, 2004

Goals

- Become familiar with duties of Chapter President and with Chapter bylaws and parliamentary procedures
- Select and reserve site for Spring 2005 Chapter Board Meeting in Chicago
- Assist Chapter President as requested

Activities

- Contacted the following downtown Chicago hotels about hosting the 2005 Spring Chapter Board Meeting: Radisson, Renaissance, Talbott, Méridien, Fitzpatrick, and Wyndham. Narrowed choice down to either the Radisson or Talbott but ultimately decided to go with the Radisson again as its prices were the most competitive and service level a known entity. Returned signed contract on 2/20/2004. Some particulars:

Meeting date: Friday, 3/18/2005

Total number of guest room nights: 12

**Guest room rate: \$139 (plus applicable taxes) for
Thursday-Saturday, 3/17/2005-3/19/2005**

**Meeting room rental: \$0 if guest room nights stay above 84%;
otherwise \$300**

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- Also investigated the possibility of having the 2005 Spring Board Meeting at MLA's Chicago headquarters to cut costs and simplify the decision-making process, but had to rule out due to space limitations. Evelyn Schaevel, Assistant to MLA's Executive Director, said that their headquarters could only handle a meeting of at the 20 people. She said that she handles making the local arrangements for MLA's Board Meetings, which are held at various Chicago hotels, and recommended several places she has dealt with. She also suggested that the Chapter might want to investigate using the facilities of a Chicago-area medical school library, such as Northwestern University or UIC.

This report is informational and requires no action from the Board.

Respectfully submitted,

Sheryl R. Stevens
President-Elect
Midwest Chapter/MLA