

MILEX Meeting – October 10, 2008  
Loyola Graduate Center at Timonium – 10 a.m. – 12 p.m.

Present: Thomas Arendall-Salvetti (UB); Sharon Casey (CCBC-Dundalk) ; Susan Cooperstein (L/ND); Sarah Crest (TU); Marianne Laino (MICA); Sara Nixon (TU); Virginia Polley (Stevenson U); Lee Wisel (Columbia Union)

**Conference 2008**

General:

- We have enough registrants to pay for the cost of the conference
- Bain – we will cover a meal (beyond the conference lunch) and lodging for one night
- Susan will check w/ Bain about books; also with Bensley
- Registration – Lee & Sarah Sheehan, Susan Cooperstein
  - Handout nametags at registration w/ folder
  - Conferee folder will include: map, program, pen, pad (SC will look into pads- 50 sheets w/logo, evaluation form, join MILEX form
  - Send all presenters to Susan to make sure presentations are loaded on the workstation
- Need volunteers to take Pictures– SN will send out email to MILEX members soliciting shutterbugs
- Send out an E-mail to attendees about local features
- SN will create a distribution list of Conference 2008 attendees, if needed

Food:

- Decided that we had enough money to cover breakfast (requires about \$500) so that committee members don't have to worry about this
  - Will base number of items ordered on # registrants + ½ # of presenters
- Lee will get 100 mini bottles of water at COSCO
- Tell morning caterer they can pick up pots at 11

Schedule:

- ½ water out in morning; ½ out in mid afternoon
- Large room events will be held in rooms 54/56/58
- Breakfast set-up by caterers at 8:00 am in hallway outside of rooms 54/56/58
- Crest intro – program committee introduced beginning at 8:30
- Break at 10:00 am w/leftovers
- PKs begin at 11:00 am – introduced by Marianne
- Start eating lunch at 11:30 am
- 12:30 return to rooms 54/56/58
  - Move cookies and Beverages to hallway
- Bain talks 12:35 – 1:45 pm – Susan will introduce him
- Break – leftover cookies and beverages served
- Afternoon begins at 2:00
- Session at 3:00

- UMUC presentation – rm 31 – Simmona = room monitor
- Bullish on Critical Thinking – rm 33 – Thomas = room monitor
- Eye on Info literacy- Sara N = room monitor
- Break
- Frostburg – Sean = room monitor
- Nursing – Ginny = room monitor
- History – Sharon = room monitor
- 3:45 pm - Evaluation/Wrap-up – Crest

**NEXT MEETING:** Friday, November 21, 2008, 10 – noon at Carroll Community College Learning Resource Center. Driving directions:  
<http://www.carrollcc.edu/campus/maps/driving/default.asp>

Respectfully submitted,  
Sara Nixon, MILEX Secretary