

**Present:**

- Bill Claspy, wpc@cwru.edu
- Donna Coletti, dcoletti@cfa.harvard.edu
- Jennifer Harter, jedelman@mit.edu
- Melissa Hilbert, mhillbert@cfa.harvard.edu
- Donna Thompson, dthompson@cfa.harvard.edu

**Absent:**

- Madeleine Needles, mneedles@haystack.mit.edu
- Will Graves, wgraves@cfa.harvard.edu

**Documents distributed:**

- Checklist
- Timeline
- Manual
- Sample fundraising letter (IAU)

**General Conference Planning****"Done" items from checklist:**

- Decide conference site: Harvard Science Center, Hall A, Cambridge, MA 02138, USA
- Decide conference dates: June 19-21, 2006

**Planned conference activities (so far):**

- Sunday, 6/18/06, opening evening reception/registration/star party at the CfA
- Tuesday, 6/20/06, evening banquet, location to be determined (possible options, depending on funding and number of attendees: JFK Library, Boston Museum of Science, American Academy of Arts and Sciences, public libraries [Boston, Cambridge...]).

The initial call for participants was sent to PAMnet by Brenda Corbin, and got about 40 responses. This was typical from previous years, actual number of participants was more like 100.

The conference registration fee is supposed to cover the meeting's administrative costs, transportation between the conference site and accommodations (not necessary/practical here), costs for social events that are "free" to attendees, and a copy of proceedings for each participant. The registration fee is supposed to be less than \$200. This might not be possible in Boston in 2006.

Conference registration will be online and will be managed by the Computation Facility at the CfA.

Conference proceedings will be published online only.

Goodies for conference bags: Chandra pens, Harvard Libraries pencils, ADS post-it notes, posters, stickers, MBTA schedules, local maps (get through SAO Travel Dept.?), other things we can get people to donate.

Investigate 3-day MBTA passes – Donna T. will do this.

We need to design a LISA V logo, and launch posters and website as soon as this is done (shoot for March 1, 2005 deadline). Donna C. will work on designing logo, Melissa will work on the website, and together they will work on posters. We should print LISA V flyers to bring to the SLA

conference in June 2005. We should also print LISA letterhead to send requests for donations. The website should link to previous LISA conference websites

Suggestions:

- During the weekend before conference make someone available to help non-English speakers rehearse their presentations; reserve a room for this purpose.
- Offer a one-day conference pass – may appeal to local librarians and others who may not want to attend the entire conference.

## **Fundraising**

We need to list “sponsorable” events and costs to include in letter to vendors and other potential contributors. Bill will draft a fundraising letter and distribute to this group for editing.

We should name levels of sponsorship (i.e. Star=\$500, Galaxy=\$1000, etc.) – Bill will draft this.

Sponsorable events/items (so far):

- 6 coffee breaks (2 each Mon, Tues, Wed); cost?
- 1 wine and cheese reception (Sun night); estimated cost: \$35/person
- 1 banquet (Tues night); cost?
- conference bag for each participant; cost?
- AV equipment/services at the Science Center; estimated cost: \$500/day

Who do sponsors make checks out to? Donna C. will look into this.

Who do we need to coordinate with before we ask for donations?

- Friends of LISA
- SAO
- OIS (Library systems department at Harvard)
- ????

Possible grant proposals – could be investigated, but there’s no real LISA organization – non-profit status, etc. does not exist. – so it probably wouldn’t be possible to get grants.

For potential contributors, consult SLA and ALA vendor lists. Also contact:

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| • 3M  | • Innovative   |
| • Acme Bookbinding                          | • IOP (Institute of Physics)   |
| • AIP (American Institute of Physics)       | • Kluwer   |
| • APS (American Physical Society)           | • Meade Telescopes   |
| • ASP (Astronomical Society of the Pacific) | • Nature   |
| • Blackwell                                 | • Preservation Resources   |
| • Brodart                                   | • Simmons College Graduate School of Library and Information Science |
| • Cambridge University Press                | • Sky & Telescope  |
| • City of Cambridge                         | • SLA  |
| • Demco                                     | • Spacesaver   |
| • Ebsco                                     | • Sun  |
| • Edmund Scientific                         | • Thomson  |
| • EDP Sciences                              | • UMI  |
| • Elsevier                                  | • University of Chicago Press  |
| • European Physical Society                 | • Wiley  |
| • ExLibris                                  | • YBP (Yankee Book Peddler)  |

<b>Next meeting</b>
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**10:00am-12:00pm, Wednesday, February 23, 2005, Wolbach Library**

<b>Addendum to minutes</b>
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Contacts for Potential LISA Conference Sponsors (obtained by Will Graves while attending ALA mid-winter 2005 conference in Boston):

YBP Library Services:

Mark Kendall  
National Sales Director  
Mkendall@ybp.com  
800-258-3774 x3273

Blackwell's Book Services:

Tanya Matthias  
Marketing Communications Manager  
Tanya.matthias@blackwell.com  
303-377-1786

OCLC:

Phil Schiebel  
Phil\_schiebel@oclc.org  
800-848-5878

Springer:

George Scottie  
George.scottie@springer-sbm.com  
866-269-9527

Cambridge University Press (new publisher for IAU):

Susan Soule  
Ssoule@cambridge.org