

## **Vice President's Annual Report - 2**

### **Jeanne Narum**

- decided on theme for conference
- developed budget for conference
- called for preliminary program proposals
- selected program proposals for final conference agenda
- contacted key note speaker
- arranged for two preconferences
- consulted with FLICKERTALE chair for preconference speaker
- consulted with SLAYS chair concerning all day program for Friday
- worked with other section chairs on sponsorship of programs
- visited Grand Forks and spoke with local arrangements people
- visited Museum of Art to arrange social, applied for waiver of fee for social,  
consulted with caterer, purchased beverages
- searched for speaker presents that would show North Dakota affiliation  
purchased speaker presents, wrapped them and affixed thank you notes to all
- selected menus, turned in registration numbers to hotels for meal counts
- visited with conference directors at both hotels, exchanged emails regarding details
- sent contract letters to program speakers  
received contracts back, organized in order of presentation
- assigned all programs to rooms in hotels
- consulted with Membership Chair regarding registration packet
- sent biographical information and program abstracts for all programs to Ex.Secry
- consulted with local arrangements for entertainment, decorations, door prizes
- asked 35 NDLA members to introduce speakers, sent return emails to all
- arranged for tech support, asked libraries for equipment, constructed graph of  
speakers/tech needs
- made hotel arrangements for 8 speakers
- made signage for all meeting rooms
- sent copy for preconference Good Stuff