

**President-Elect/Conference Chair  
Report #1: December 8, 2006**

As President-Elect & Conference Chair, to date I have:

- 1) Read & made notes from the 2006 attendee conference evaluations
- 2) Contacted Laurie Anderson, the Conferences Director at the Jamestown Civic Center, and
  - o Confirmed the 2007 conference dates with her (Sept 26-28, 2007)
  - o Toured the Civic Center facilities
  - o Discussed catering options available in Jamestown
  - o Confirmed blocks of reserved rooms at several Jamestown motels with her (for the Sept 25-27)
  - o Discussed the rental of presentation equipment
  - o Obtained copies of the contract with the Civic Center
- 3) Developed an idea for a theme—HUMOR ☺
- 4) Made initial contact with several possible (humorous) speakers
- 5) Drafted a preliminary budget
- 6) Briefly visited via email with local librarians (specifically Phyllis Bratton)
- 7) Contacted Kathy Thomas to request her leadership with conference registration and received her response—she has agreed.

**Preliminary Budget:**

<b>Anticipated Income</b>	
Registration (200 x \$100)	<b>\$20,000</b>
Exhibitors, Sponsorships & Other	<b>7,000</b>
<b>TOTAL</b>	<b>\$27,000</b>
<b>Anticipated Expenses</b>	
Meals & Catering	<b>\$13,000</b>
Speaker Expenses	<b>9,000</b>
Awards	<b>400</b>
Misc	<b>2,500</b>
<b>TOTAL</b>	<b>24,900</b>

Respectfully submitted by:

Donna James, NDLA President-Elect/Conference Chair