

**Midwest Archives Conference
Local Arrangements Committee Final Report
Annual Meeting, Grand Rapids, MI April 19-21, 2012**

Committee Members

Nancy Richard (co-chair), Grand Valley State University
Portia Vescio (co-chair), Michigan State University
Pam Berrington, Amway
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Matthew Daley, Grand Valley State University
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Tim Nelson, Experience Grand Rapids
Lori Vargo, Spectrum Health

Special Acknowledgements

The LAC would like to thank Geoff Reynolds of Hope College for his assistance in acquiring free beer (New Holland Brewing Company) for the reception. The LAC would also like to thank Mark Shelstad for his unending patience and willingness to answer even the most inane of questions.

Overall Assessment of the Meeting

The 2012 Annual Meeting was also the 40th anniversary of MAC, an event that helped bring almost 350 attendees to Grand Rapids. Much of people's enjoyment of the meeting was tied into MAC's history and special events. Fundraising was a slight concern because of the economy in Michigan, but the LAC came together to raise as much funding as possible to support the conference. Throughout the planning process, the LAC members tried to balance the activities with keeping costs as low as possible. In the end the members of MAC responded and the event was enjoyable to those who attended.

Evaluations:

The LAC received 38 evaluation forms that were originally distributed to the attendees in the conference packets. Attendees were asked to rate the overall meeting and the program sessions. People had the opportunity to provide comments about the hotel and meeting rooms, special events and tours, and comment about things they would like to see done differently and what session topics they would like to see in the future. We were a little

disappointed there was not more feedback, but think that many people may not have wanted to come back to the registration area to drop off forms. Several forms were sent mailed in for comment after the meeting.

	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)	Overall
Overall Meeting:	0	0	3	16	19	4.42
Program sessions:	0	1	4	18	15	4.23

See **Appendix A** (page 8) for a breakdown of all the comments received.

Attendance Breakdown

The following is a breakdown of registration for the 2012 MAC spring meeting:

MAC Member – Early bird:	197
MAC Member – post deadline:	16
Non-member – Early bird:	36
Non-member – post deadline:	7
Student (incl. 6 scholarships):	71
Day registrants:	17
Total:	344

Budget -- See Appendix B (page 14)

Development and Fundraising

Pam Berrington was the main point of contact for the fundraising efforts, though all the LAC did contribute with contacts or donations from their institutions. We first approached institutions with a formal mailing in the fall of 2011 and received some donations from committee members' institutions. We sent out another round of less formal email contacts beginning in January 2012 and were able to increase our revenue a bit with that approach. We raised over \$3600 in cash donations and over \$1500 in in-kind donations. The LAC was able to raise \$750 specifically for the purchase of the flash drives given out as the 40th anniversary gift.

Another \$280 was donated by generous MAC members for student scholarships. These funds allowed us to offer six scholarships to students wishing to attend. We were overwhelmed with 96 requests for scholarships and would like to see more targeted fundraising for this particular area in the future.

Major Donations included:

Grand Valley State University:	\$500
Michigan State University	\$500
Wayne State University SLIS	\$250

Bentley Historical Library	\$250
Central Michigan University	\$250
Spectrum Health	\$350
Michigan Archival Association	\$500
Illitch Holdings, Inc.	\$250
Western Michigan University Waldo Library	\$250
Friends of the Grand Rapids Public Library	\$250
Calvin College	\$250

The LAC also received some in-kind support in terms of rental space, office supplies, copying, and postage.

- Gerald R. Ford Presidential Museum (waived rental fee for space)
- University Products (400 registration envelopes)
- Michigan State University (copying)
- Amway (postage)
- New Holland Brewing Company (beer for reception)
- Gibson Group (beer for reception)

Initially the LAC did not want to have a drawing for items – we were not offered any in lieu of financial support. MAC’s Development Coordinator was able to secure some books from SAA as drawing prizes, so the LAC tried to scavenge some items for a drawing. The LAC were able to find a few books and t-shirts, but the lack of variety in items and the small number of them would have made for a poor drawing. The LAC cancelled the drawing the books from SAA were given out by the President as gifts.

40th Anniversary

Because it was MAC’s 40th anniversary, the LAC wanted to provide some sort of anniversary item to attendees. LAC members discussed items typically received at conferences and various possibilities. It was decided that something small that could travel easily would be the best gift. LAC thought the idea of a flash drive sounded good because it was small, could travel well, and people would be able to use it in the future. At first the cost seemed prohibitive and Council wanted more money raised before the drives were ordered. MAC Vice-president Mark Shelstad suggested selling advertising on the flash drives and the LAC were able to raise \$750 in advertising funds.

There was a little miscommunication as the LAC were never informed that there was a separate committee created to celebrate the 40th anniversary. Once the LAC were aware of the presence of this committee, Portia Vescio contacted Tanya Zanish Belcher to coordinate what was needed at the conference.

Hotel

The LAC chose the Amway Grand Plaza because of its downtown location near many restaurants, shops, and cultural attractions. The meetings rooms were all on the same level

and there were entrances into the vendor area from both the upper and lower levels. The registration area, though on the same floor, was not close to the meeting rooms and caused a little confusion until better signage was in place. The LAC helped attendees find their way to rooms for the first day of the conference and by lunch on Friday, most people seemed to find their way around.

The hotel contacts were very easy to work with and quickly provided any information requested. Nancy Richard and Portia Vescio met several times with the hotel staff to review the space and the set up. Because Vendor Coordinator Nicole Garrett was local, she also met with the staff and reviewed the vendor space before the conference.

Debbie Nolan negotiated a good room rate and some additional perks include 15% off AV fees, free overnight parking for hotel guests, and free access to the gym. Debbie also negotiated a free room night for every 50 rooms picked up in the hotel block. We easily met our minimum room pick up.

Minimum Room Block: 360 room nights

Actual Pickup:

	Single	Double	Suites	Total
4/17-	1	16		17
7/18-	57	52	2	111
7/19-	84	98	2	184
7/20	75	92	2	169
7/21-	6	9		15
Total number of room nights-				496

All AV needs and costs had to go through the hotel. Based on the advice of the 2011 LAC, the 2012 LAC asked the hotel set up as much of the equipment as possible, including laptop, projector and screen. While some presenters appreciated this, others removed the provided laptop and replaced it with their own. This did cause a little bit of trouble with setting up the sound for the Members' meeting, but hotel staff were able to arrive and help fix the set up.

Portia Vescio coordinated with the Program Committee to see what the session needs were and presented a spreadsheet of needs and costs (to confirm in advance) to the hotel. Free wi-fi was offered in the guest rooms, but not the conference rooms. After reviewing the spreadsheet, the LAC did decide to purchase wi-fi for the meeting rooms. **(final cost including tax and fees: \$6,824.58)**

The contract with the hotel required a \$7,200 food and beverage minimum. The LAC chose a variety of foods for the different breaks and easily met the minimum. The actual cost of food was very close to the minimum, but with taxes and fees the amount increased considerably. **(final cost including tax and fees: \$8,925.44)**

Some people found the hotel layout confusing but overall guests seemed pleased with the historical setting and the grandeur of the hotel. The fees were expensive, but the location

in downtown Grand Rapids made the Amway Grand Plaza an excellent choice for the conference.

Registration

The online registration system continued this year with 81% of the attendees registering online. Registration by mail was used by 17% of the attendees. Lori Vargo served as the contact person from the LAC. She managed the information in an Excel spreadsheet downloaded from MemberClicks and supplemented information received from the mail in registration. From this master list Lori was able to track attendance at workshops and tours. Lori was able to deposit any checks received in a Grand Rapids branch of Chase Bank.

The LAC were asked to take shifts staffing the registration desk. In cases where there were not enough LAC members, volunteers from local repositories were sought. The desk typically had two workers at a time with as many as four in peak periods.

Registration envelopes were again donated by University Products. Lori Vargo and Nancy Richard oversaw the stuffing of envelopes with name badges, evaluation forms, vendor lists, flash drives, and other items. To save on printing costs, the LAC had a copy of the attendance list and program on the flash drive that was included in the packets.

Marketing – Overall

Publicity for the event began at the 2011 Annual Meeting with a video presentation about Grand Rapids in the members' meeting and postcards and magnets in the registration packets. Postcards were also passed out at the 2011 SAA meeting. Articles on Grand Rapids and the meeting were also submitted to the MAC newsletter.

A Wordpress blog (<http://2012mac.wordpress.com>) was set up by the LAC to keep MAC members informed on events and updates. The blog was primarily active between January and April 2012 with total views equaling 1,612. Updates were also sent to the PIO to be posted on the MAC Facebook page.

Pals Program

Grand Rapids was the second year of the Pals Program, which debuted at the 2011 St. Paul conference. There is undoubtedly much interest in the program as 35 people new to MAC requested Pals. The Pals coordinator had to find extra volunteers and kind souls willing to do double duty to even up the numbers, but everyone was eventually matched up. An online randomizer was used to create pairs, except in cases where people specifically requested to be paired up. Pals were notified before the meeting and were invited to an early reception where they could meet or advised that they could make arrangements on their own.

Following the advice of the 2011 LAC, the 2012 conference ordered different colored ribbons to the novice and experienced Pals. This did add some expense as two ribbons needed to be created and it is unknown if anyone outside of the LAC realized the difference between the ribbons. The meet and greet event for Pals at the 2012 conference was combined with the New Members' event and that change in venue might be the cause for the ribbons

New Members/Pals Event

This year the New Members and Pals event were combined in order to save costs. New members and Pals as well as the Membership committee and MAC officers were invited to the reception site a half hour before the official beginning so any costs were added to the reception.

Tours

The LAC considered a number of tours before limiting the number to four that either within walking distance or could be accomplished in a half day. The two walking tours to local repositories were offered free of charge, but the two tours requiring buses charged a fee to cover the bus and, in the case of the Meijer Gardens, the entrance fee. The LAC were surprised that the Meijer Gardens tour needed to be cancelled because it was the one that generated the most excitement amongst the LAC members. The people who signed up for that tour were notified of the cancellation and given the opportunity to attend one of the other tours or offered a refund.

Tours offered (Thursday, April 19):

Heritage Hill and Meyer May House (22 attendees)

Frederik Meijer Gardens and Sculpture Park (cancelled due to low interest)

Community Archives and Research Center (19 attendees)

Grand Rapids Public Library/Michigan Masonic Museum and Library (15 attendees)

Reception

Based on previous experience with the Gerald R. Ford Museum as a reception site for the Michigan Archival Association, the LAC thought the proximity to the hotel and interesting subject matter would make it a good reception site. The Ford Museum waived the normal \$1000 rental fee and worked with the LAC to identify caterers for the event. The only problem from the LAC perspective was the presence of alcohol on federal grounds – we could not sell or provide tickets of any sort. The LAC managed to get donations to purchase alcohol (necessary to comply with federal regulations) and was able to provide alcohol free of charge to people at the reception.

There was some breakdown of communication at the end of the planning period. The person with whom the LAC had been communicating was out the week of the event and did not inform us. Also, the Ford installed an exhibit in the reception space without notifying LAC until the day of the event. Lack of seating did turn out to be a problem and in hindsight we wish there had been standing tables for people to set food and drinks on, but for the most part the reception went very well. **(cost for food/entertainment: \$6,970.00)**

Vendor Fair

It was very helpful for the LAC that the vendor coordinator was local and able to attend planning meetings. The Vendor Coordinator was also able to raise \$500 in advertising for the flash drives from Ancestry.com. The Vendor Fair was schedule for both Thursday afternoon and Friday in the Imperial Ballroom. Gaylord had to drop out this year due to budgetary reasons. Bob Henderson, the representative from Hollinger-Metal Edge suffered an accident right before the conference and was unable to attend, so Shari Christy offered to fill in for him during breaks and other vendors offered to watch his booth the rest of the time. MAC did end up paying for both booth rental and electricity costs for vendors. **(Total cost: \$1,671.68)**
(Total raised through booths/advertising: \$5,950.00)

Recommendations:

Due to the overwhelming number of students requesting scholarships this year, the LAC would like to see more dedicated fundraising efforts in this area.

We would suggest a little more clarification in the Pals Program language. Perhaps just putting “mentor” and “mentee” or some similar language after the current statements on the registration form would help people choose the correct category.

The area in which we saw the most surprise expense was in the vendor fair. MAC was charged for both tables and electricity for two days – an expense not anticipated by the LAC. As fees in this area continue to grow we would suggest either cutting the Vendor Fair down to one day only or increasing the fee to the vendors.

It did not appear to be explicitly stated, but a statement about ordering food for 75% of the expected crowd would be useful for LAC planners.

Appendix A – Comments from Evaluations

3. Comments about the hotel and meeting rooms:

Hotel was wonderful.

The hotel was very beautiful, but the meeting rooms did not seem to be equipped well with screens for viewing presentations. The main ballroom needed another screen.

Great!

Hotel room and meeting room were great! Hotel staff very helpful and friendly.

Great! Lousy wi-fi in guest areas.

Great – a little difficult finding registration table and meeting rooms at first though.

Really great program with a lot of variety, mixture of presenters, on quality/engaging topics.

Great.

Hotel wonderful, rooms were not – too narrow and long.

Hotel was good, meeting rooms had some echo problems.

Hotel was wonderful and easy parking; all rooms good except Vandenberg was horrible (and not in that good, sing along blog way)

Very nice, liked the view and location. Excellent A/V quality in meeting rooms.

The hotel was an excellent location for the meeting. It offers a variety of dining options, is in a good location, the guest rooms are quiet and comfortable, the meeting rooms were good (at least the 2 I attended sessions in were)

A wonderful hotel! Great location! You could walk everywhere. The wi-fi was wonderful.

Other than sound issues in main conference room, all was very good.

Nice hotel! All staff at hotel was outstanding.

Great space, very convenient, near everything, never felt crowded.

Meeting rooms were big – good and bad. Hotel nice, needed better transportation to/from airport.

Great rooms to stay, meeting rooms were wide – if you couldn't sit in the middle you couldn't see the screen.

Beautiful!

Great hotel, centrally located, great meeting rooms.

The hotel was excellent and the staff was fantastic. The Vandenberg and Governor Room chair layout made things awkward for speakers and attendees.

Beautiful to look at, well kept, but hotel signage was very lacking and Pantlind Ballroom microphone poor.

I stayed in another hotel, the conference hotel looked too stuffy for my style.

Very good.

Great.

Great rooms.

Very friendly staff, comfortable rooms, great food.

The hotel is phenomenal! I'm so pleased with it, and it's gorgeous.

Nice but maze-like, staff were very helpful.

Hotel rooms were very nice, but I have criticism of the meeting rooms: small rooms were too narrow, ballroom acoustics were disappointing.

Great sleeping rooms, conference rooms seemed adequate.

At first I had trouble hearing in the Pantlind Ballroom, but I eventually found where the sound was good.

The layout of the hotel took some getting used to.

Need mikes on the tables for Q&A, long rooms (like Vandenburg) made it hard to see.

I think that the hotel was fine – a bit pricey though. Meeting rooms comfortable and plenty of space.

Didn't stay @ hotel. Meeting rooms comfortable. Ballroom beautiful.

4. Comments about the special events and tours:

Reception in venue much too small, food extremely unimaginative.

The reception at the Gerald Ford Museum was very nice, but there was not enough room in the eating area.

The library/Masonic tour was excellent.

My tour was cancelled and is supposed to be refunded.): Enjoyed the Ford Museum but the way the food/drink tables were laid out made for a bottle neck. Also no small tables to put food/drink on – many spilled plates.

Stage at Ford Museum was not conducive to social event.

Obviously the biggest challenge at the reception was the lack of seating, and it's unfortunate that the store wasn't open, but the exhibits were great, nice ice sculpture.

Wish I could have gone on all 3 – enjoyed the tour I took.

Ford Museum food and venue were great.

Nice reception – my first pres. library – but really cramped quarters. Exhibit areas cramped – need more exhibitors.

Walking tours that meet at the site should include directions from hotel in welcome packet.

However, the Grand Rapids City Archive tour was wonderful!

Reception was at a good location – within walking distance is a plus.

Had a great time on the Friday restaurant tour. Good mix of older and younger members and lively conversation. The reception was nice, although the reception area was crowded and noisy. Did the Heritage Hill tour, it was very interesting, but I wish we had spent less time touring the neighborhood and more time at the May house.

The Heritage Hill tour was great. It was wonderful seeing the city, however, it would have been interesting to learn about original owners. The Meyer May Hinge docent, video, and tour was the best – so informative and friendly!

Reception was well planned, like beer choice but food choice was too heavy on bacon.

The Ford Museum was awesome!

Reception: fabulous location, a little cramped because of an exhibit in the middle of the space, but otherwise great. Great food!

Lovely reception, but can't figure out why the gift shop wasn't open.

Loved seeing public library and Masonic temple.

Ford Museum reception was terrific, although there was a bit too much bacon.

The opening at the Ford Museum was excellent.

The reception was great.

Community activities tour – outstanding. Reception – very nice! Somewhat crowded, too little seating, but great food if you like bacon, and music. Accessible, worthwhile exhibits.

Reception at Ford Museum very nice – good food and music.

Excellent food/beer at reception.

The student poster session was terrific. The reception was great! Fantastic, all of it.

The reception rocks.

Opening reception was good. Great food!

Helpful to have options. Reception at Gerald Ford Museum was very appealing.

Great reception!

The reception was nice but the space felt awkward.

Great homes tour, but I would have preferred to walk.

Ford Museum reception – too crowded. Needed two food lines – space too small.

LOVED the tour of the Community Archives + Public Museum. Maybe an ice cream activity for the reception?

5. What would you like to see done differently in future MAC meetings?

Better reception, more imaginative food at breaks.

More electronic records topics, more new and innovative ideas.

More sessions where presenter gives practical advices rather than, “This is what I did”

Not sure how sessions are scheduled but I consistently find that I always have at least one time period where I would have liked to attend all three sessions (Friday 10:30-12) and others none (Saturday 10:30-noon)

Ways to communicate about shared transportation

Maybe a lunch buffet, student presentations as a standalone session, list of roommate needs for making housing arrangements.

A mixer type program after restaurant tours would have been nice. Even something laid back – perhaps with a cash bar?

I would like to see more opportunities for informal gatherings of members, giving people (especially people who do not come to the meeting every year) the chance to mingle and talk about a variety of issues. There are a couple of ways to accomplish this, one would be to offer restaurant tours on Thursday evening after the opening reception, as well as on Friday evening. Another way might be meet and mingle sessions during the day, hosted/facilitated by MAC officers, emeritus members, or members of the LAC. Another change I would suggest has to do with the positioning of microphones at the sessions. For the sessions in the Pantlind Ballroom, the only microphone was on the podium. During Q&A session, members of the panel were constantly having to get up, go to the podium to answer questions, then return to their seats. It would have been more time-efficient if there had been a microphone on the panel’s table or if the microphone on the podium had a long enough cord so that it could have been removed from its stand and carried to the panel’s table.

Shorter breaks, more session! I think the 40th celebration should have been its own session! I think an effort should be made to fit the conference into two days and getting rid of the Saturday morning sessions.

More hands-on sessions – not workshops though.

More time socializing with colleagues (i.e. more free time)

There were a few sessions at the same time, it was hard to choose, maybe less options, and meet longer.

If possible having the vendor/break room closer to the meeting rooms.

Check the sound system in meeting rooms for clarity. Explore using academic institutions for cheaper housing, unless this has been done already.

Maybe starting a half hour later and ending a half hour later. Also could you put the names of speakers on the schedule, that would be helpful.

I would like another open-mic session

Use twitter to coordinate social events, have a night out for not-young archivists.

Limit to one hour the business meeting. Changes that needed to be approved should be available in hard copy.

Let's have a dance.

Some smaller panels that concentrate on fundamental and/or Q&A for topics that have been covered in an overview or multiple case study format.

6. What session topics would you like to see in future MAC meetings?

More electronic records topics, more new and innovative ideas.

A session on presentation skills – it is really needed.

Digital repository issues, unique approaches/programs.

Different styles of presentations, point-counter point, facilitate round table, the Japanese 7-minute presentation.

More for those of us lone archivists trying to learn alone and convince our institutions to adopt/fund electronic resource programs. Also – what about new technologies for capturing older paper resources in searchable formats – like some of the vendors were selling.

Legal implications of archives, records portion of archives, more hands on/how-to sessions, archivists using in-class presentations (collaboration) – St. Paul has several of these.

Career advice/mentoring/etc. for mid-level professional (i.e. 5-8 years into work – now what?)

Resume reviews and mock interviews. Cataloging, MPLP relating to digitization and cataloging.

Would like to see sessions that would be round table discussions on various topics affecting the archival world, the discussions would involve both a panel and members of the audience.

Moving an archive, deaccessioning, inventory, space planning, moving the stuff. I would love to hear more from corporate/private archives. outreach/advocacy. How to sell your archives to your superiors with little knowledge of archives. Business practices: keeping/reporting stats, getting feed back, writing plans, how to tie in an archives into an institution, wide strategic plan that doesn't deal with information of education. Using archives in interior design, "Designing archivists: using records and artifacts as decoration" – as a way to promote archives, not hinder preservation, working with PR/marketing/architects/interior designers.

Based on historical research in collections (like the Chicago crime session).

Best practices for dealing with scandals/scandalous materials in archives – how do we balance access and confidentiality?

I loved Chicago Crime and Pop Culture, more sessions like those would be exciting.

Easy to use digital asset management. What I did not learn in Archives school.

More about advocacy as associated with funding, examples of powerful community support to be tapped. More about recruiting and supporting diversity in staffing, students, and users. More ways to cut costs so that more can attend, this seems to be an even worse problem than before.

Research methods – teaching how to use archival records.

Lots of love arranger/ small shop content.

Topics have been covered well, but perhaps more on seeking funding sources. Also, “debate” panels on current issues might be interesting, such as funding and employment levels.

More digital archives – continuation with Religious archives as traditional church membership declines.

I am interested in RDA as it impacts archival cataloging and maybe an SAA preconference workshop on DACS.

More open-mic sessions.

Social media (since something new is always being tried), disaster planning, how to handle tours.

Continuation of topics dealing with religious archives, content management, digital issues.

Email preservation; new approaches to online access/virtual exhibits; DAM vs. OPAC vs. CMS (not just Archon or AT as CMS or DAM options); writing policies and procedures; ins & outs of gift agreements and digital copy/open permissions

7. Any additional Comments?

This was a great meeting overall. There were a number of presenters though who did not seem adequately prepared and went over their allotted time. I know that this is not the fault of the committee, but it just seems unprofessional.

Much better conference than I expected lot of great ideas, very smooth.

A big thank you to all LAC volunteers! Breaks at the hotel were amazing and it was great to have so many options – coffee, soda, sweets, fruit, etc.

Thanks for another great meeting in a great city!

This was my first MAC meeting, and I enjoyed it very much.

More effort should be made to document the sessions and events. Hire an official photographer or videographer?

LAC was outstanding!

Great meeting – can’t wait till Indy.

Very pleased overall.

Thank you for putting together a wonderful meeting! Great location! Great MAC people!

This was a great meeting and I enjoyed it!

Great meeting and great city, great job LAC and program committee.

Thank you to all who worked so hard.

Thank you for another wonderful meeting, I really appreciated not getting a conference bag with lots of junk in it, too.

Hotel staff very helpful and nice. Breaks were nice with food and drink.

Great job.

Fabulous MAC annual meeting – bravo! Great content, wonderful sessions, gorgeous setting!

It was great to have a student paper session.

I think it would be better to separate the awards ceremony at opening reception – too much on plate and ceremony would add to festivities.

As always MAC is a manageable & very high quality conference, especially in its size.

Appendix B - Budget

	BUDGETED	Registered	ACTUAL
INCOME (goal: net income \$5,000)			
Registrations			
(as of April 5, includes mail-ins)			
Member (200@ 70)	\$14,000.00	197	\$13,790.00
Nonmember (35 @ 85)	\$2,975.00	36	\$3,060.00
Student (30 @ 45)	\$1,350.00	60	\$2,700.00
Member - post deadline (15 @ 80)	\$1,200.00	16	\$1,280.00
Nonmember - post deadline (10 @ 95)	\$950.00	7	\$665.00
Student - post deadline (10 @ 55)	\$550.00	5	\$275.00
Day registrants (15 @ 40)	\$600.00	17	\$680.00
Student Scholarship (5 @ 0)		6	\$0.00
Total Registration		344	
Cash Donations (goal \$5,000)	\$5,000.00		\$3,600.00
In-Kind donations			\$1,795.00
Student Scholarships			\$280.00
Workshops			
Advanced Workshop Fees (20 @ \$40)	\$800.00	26	\$1,040.00
Basic Workshop Fees (25 @ \$40)	\$1,000.00	21	\$840.00
Tour Fees			
Heritage Hill (20 @ 15) capacity 40	\$300.00	22	\$330.00
Vendors			
Advertising (on flashdrive)	\$500.00		\$500.00
Advertising (in program)	\$900.00		\$900.00
Returning vendors (11 @ \$400)	\$4,400.00		\$4,400.00
Nonprofit Info Vendors (3 @ \$50/each)	\$150.00		\$150.00
TOTAL INCOME			\$ 36,285.00

EXPENSES	BUDGETED		ACTUAL
Program	\$4,000.00		\$3,000.00
Design			
Proofing			
Printing			
Mailing			
Packets			
Folders (see University Products in-kind donation)	n/a		
Copying (MSU in-kind)			
Flash drive (375 @ \$5.40)	\$2,025.00		\$2,025.00
Name Badge Holders/Ribbons	\$500.00		\$272.53
Signs (MSU in-kind)	n/a		
Tours			
Transportation	\$450		\$450.00
Meijer Garden tour (charge for cancellation)			\$100.00
Workshops			
AV Costs	n/a		
Honoraria (2 @ \$100 each)	\$200.00		\$200.00
Copying Costs	n/a		
Plenary Session			
Honorarium (approved by MAC Council)	\$750.00		\$750.00
Other			
AV Costs (Sessions)			
Costs includes 15% discount	\$6,041.80		\$6,824.58
Taxes	\$1,691.71		
Reception			
Catering Food (based on 400 includes 40th anniversary cake)	\$5,540.00		\$5,540.00
Catering Beverages (based on 400)	\$680.00		\$680.00
Catering Tips (included)	n/a		
Room Rental	n/a		
Transportation	n/a		
Transportation Tips	n/a		
Entertainment	\$750.00		\$750.00

Hotel Catering			
Breaks (includes \$2,012.92 tax)	\$9,212.92		\$8,925.44
Event	n/a		
Vendors (covered by vendors)			
Table fees	\$0.00		\$1,280.00
Electric hook up	\$0.00		\$391.68
Misc Hotel Charges			
(i.e, parking, copies, fax)			
TOTAL EXPENSES	\$30,941.43		\$31,089.23
NET			\$5,195.77
Expenses covered by MAC operating budget			
New members dinner	n/a		
Food for MAC Council meeting	\$ 331.52		\$ 418.43
Ice sculpture	\$ 525.00		\$ 525.00