

JOINT CONFERENCE

AGREEMENT DOCUMENT

Kansas Library Association
Mountain Plains Library Association

To provide an opportunity to develop a greater understanding and a spirit of cooperation in support of library/media resources among the two associations, to provide richer annual conference program offerings for the membership of the two associations, and to avoid the competition for exhibitors and registrants, the Kansas Library Association and the Mountain Plains Library Association agree to schedule a joint conference to be held October 24-26, 2018, at the Hyatt Regency, Wichita, Kansas.

This cooperative venture should produce many benefits for both associations, including a greater understanding between the members leading to further interaction beyond the work at the conference, and, during the time of this conference, a more complete display of exhibitors as well as better programs for the combined membership.

3/1/2018

Date



Kansas Library Association - President

Date

Mountain Plains Library Association - President

I. Arrangements

- A. The Joint Conference Committee will be appointed by the two associations to plan the Joint Conference. The Committee will be chaired by an individual appointed by Kansas Library Association, subject to the approval of the Kansas Library Association and MPLA boards.
- B. The Joint Conference Committee will be comprised of individuals responsible for the following functions: program, exhibits, budget (Treasurer), registration, publicity, hospitality and logistics (including AV). Appointments will be made by the Conference Committee Chair, subject to the approval of the associations' presidents.
- C. Each association shall appoint at least one person to serve on the Conference Committee.
- D. The Program Subcommittee will be co-chaired by one person appointed by the Kansas Library Association and the MPLA President-Elect.
- E. All program offerings, including any pre-conferences, shall be approved by the Joint Conference Committee and no financial reimbursements will be made unless authorized in advance by the program planners.
- F. A conference theme shall be mutually agreed upon by each association.
- G. Each association President will be provided with one room or suite at the official conference hotel, if requested, at conference expense.

II. Programs

- A. The Program Subcommittee will establish dates for the submittal of program requests.
- B. Program meetings shall be jointly sponsored, when possible, and all registrants shall be free to attend any program meeting.
- C. All banquets or luncheons at which major speakers are featured or at which awards are given shall be jointly sponsored and conducted if possible.
- D. Sufficient free time shall be reserved for registrants to visit exhibits each day the exhibits are open.
- E. Time and meeting rooms shall be provided for each association to hold separate business meetings.
- F. Time and meeting rooms shall be provided for the business meetings of committees, sections, roundtables, or other units of each association as may be desired or required by the bylaws of the respective associations.
- G. Only those programs and meetings designated by the Joint Conference Planning Committee as joint

conference programs shall be eligible for conference financial support. All others will have any fees other than meeting room charges charged to the respective association, except as per V, I.

H. All pre-conferences shall be considered joint and no separate registration count shall be necessary with regard to attendance percentages for these meetings for the purposes of V, G. Each pre-conference event must be self-sustaining.

I. Honorariums, fees, or other expenses will not be paid to association members or librarians who "should be" members of the respective associations if that is the policy of the host state association..

III. Exhibits

- A. An Exhibits Chair shall be appointed by the mutual agreement of each association.
- B. Exhibit rates shall be recommended by the Joint Conference Planning Committee and approved by each association.
- C. All exhibit fees shall be considered joint conference income.
- D. All exhibits will be in a single location.

IV. Registration

- A. Registration fees for pre-conference events and the conference should be recommended by the Joint Conference Planning Committee and approved by each association providing at least for lower rates for advanced registration, higher rates for non-members, and single-day member and non-member rates.
- B. The registration form shall provide space for indicating at least:
 - 1. MPLA member only
 - 2. Kansas Library Association member only
 - 3. MPLA and Kansas Library Association member
 - 4. Non-member

These categories shall be used to establish the pro-rata percentage base for distribution of the joint conference net income as per V, K below.

- C. If registration form allows for association dues payments, each registrant paying membership dues at the conference will have their dues forwarded as designated.
- D. Each association is to provide members to assist with registration during the conference.
- E. All attendees pay at the established rates.

V. Finances

- A. The Joint Conference Committee shall appoint the conference Treasurer subject to the approval of the presidents of the two associations.
- B. The Joint Conference Planning Committee shall prepare a conference budget showing projected receipts and expenses itemized according to source: i.e. exhibits, registration fees, room rentals, printing costs, travel, honoraria, meals, etc. The budget shall be presented to the board of each association for their review and approval.
- C. A separate Conference Account shall be established. This account shall be an interest-bearing account if possible.
- D. All expenses for the joint conference arising from joint concern and approved by the conference planners are due and payable before income is divided and disbursed by the Treasurer to each association.
- E. The conference Treasurer shall receive all exhibitor fees, registration fees, and other income for deposit to the Conference Account. The Treasurer will pay from this account all conference expenses authorized by the program planners of each association.
- F. Expenses incurred by one association for programs sponsored and presented by and for the association alone shall not be considered a joint conference expense and shall not be charged to the joint conference account as per II, G.
- G. The net income after all joint conference expenses have been paid shall be distributed between each association on the basis of the percentage of conference registrations from each association as per K below.
- H. A financial statement showing income and disbursements by category shall be furnished to each association's board as a final financial report of the conference. This report shall be in some detail and shall include income, disbursements, registration figures and exhibitor counts, at a minimum.
- I. All meal function income is to be considered joint conference income.
- J. Seed money, if needed, shall be deposited by each association to the Conference Bank Account when it is set up. The amount of the deposit shall be mutually agreed upon and shall be refunded to each association by the Treasurer as soon as sufficient revenues have been generated by conference income to do so.
- K. The net profit realized after all Conference expenses have been paid shall be distributed between the two associations on the basis of the percentage of Conference registrations as per IV, B above, using the following formula:

A = MPLA conference registrants

B = Kansas Library Association convention registrants

C = MPLA/Kansas Library Association A (joint members) convention registrants

D = Non-members of either organization

T = A + B + C + D

MPLA Portion = $\frac{(A + \frac{1}{2} C + \frac{1}{2} D)}{T} \times \text{Joint Conference Net Profit}$

Kansas Library Association Portion = $\frac{(B + \frac{1}{2} C + \frac{1}{2} D)}{T} \times \text{Joint Conference Net Profit}$