

MAC/MLA Annual Meeting Planning Committee  
2021/2022  
Richmond, VA  
Submitted by: Emily Hurst, Steve Barkley, and Karen Gau

Summary:

The MAC/MLA 2021 planning committee chairs reviewed documentation and manual for hosting a meeting. The group brainstormed ideas for themes and locations of interest but made the most progress when connected with Richmond Regional Tourism a group that specializes in helping groups plan meetings. Through this relationship, the planning committee accepted bids for an October 2021 meeting. In early 2020 the planning group reviewed bids and visited locations. During the contract negotiation phase, COVID-19 dramatically stalled the process. As a result, no contract was signed. With advice from the MAC/MLA Board, the planning committee would like to move forward to restart the process once it is determined planning for an in-person meeting should take place. To date, volunteers for a planning committee have not been solicited.

October 2019

Met with co-chair Steve Barkley and Exhibits chair Karen Gau to discuss planning. Topics included a review of the planning guide and materials from the 2011 Richmond meeting. Documents were created for brainstorming around theme and location.

November 2019

Efforts were made to reach out to MAC/MLA 2019 annual meeting coordinators to obtain information about recent attendance and budgeting.

December 2019

In December Steve and Emily met with Jason Whitt from Visit Richmond/RVA Tourism, to review options and plan for an October 2021 meeting in Richmond. Jason coordinated bids for local hotels.

January 2020

After initial bids were reviewed and discussed, Emily, Steve, and Karen visited three locations to review options and space. A hotel decision was made and negotiations were started.

February 2020

The contract was provided from the selected hotel and reviewed by the planning group. A review was provided from MAC representatives and suggested changes were addressed. A plan to recruit planning/program committee members was generated.

March 2020

Discussed the ability to begin recruiting for the meeting committee members with the current MAC president. Due to the COVID-19 pandemic hotel representative was no longer available. Plans to sign the contract were put on hold during this month so that MAC/MLA could determine the best course of action for the annual meeting in the wake of COVID-19.

July 2020

It was determined that the MAC/MLA 2021 meeting Richmond would be postponed to 2022.