

BELOIT



COLLEGE

BELOIT, WISCONSIN

53511

*Department of Chemistry*

January 9, 1980

Prof. Wilmer Stratton  
Chemistry Department  
Earlham College  
Richmond, Indiana 47374

Dear Wilmer,

With the luxury of a three-week break to conserve energy between semesters (and the chill of a building cooled off to do so), I am getting the last of the MACTLAC details cleared off my desk. Enclosed are the meager questionnaire results from the Beloit meeting, a summary of comments from the Carleton meeting, and a tally of discussion group choices from our late summer mailing. In order to get a better return on questionnaires than we seem to have gotten in the past few meetings, you may want to consider including a questionnaire in the registration packet you hand out on site and provide both places to deposit it at the end of the meeting and an address to send it to. The problem is that many people don't want to fill it out until after the meeting, but then don't get around to doing so and returning it. The only consolation is that the quality of the meeting probably depends more on the ideas of the group planning it than on a popular vote. Responses from three of the group discussion leaders are also enclosed.

My major suggestion for planning a meeting is not to go on sabbatical the year before! I returned August 20th to find that virtually everything was yet to be done. The major decision that needs to be made in advance concerns how much to use outside people versus MACTLAC members. We brought in more people from outside, which raised the cost as you will see from the budget summary, and the response to them was generally quite good. But the alternative historical approach of MACTLAC as a town meeting to discuss common successes and problems, also has its strong proponents. In any event, by making a firm decision this spring as to the outlines of the program you should be able to use only a single mailing around September 1st to announce the general program and have a return form for pre-registration and an indication of discussion group preferences. The other specific expense that has crept in over the past several meetings is for some sort of social hour on Friday afternoon after the meetings and before dinner. This has been quite popular and we managed to keep the cost down by doing all of it ourselves with the help of our students.

Here is a summary of our actual expenses for the meetings. The printing and mailing of the meeting announcement is paid for separately by MACTLAC.

Honoraria	\$250.00
Meals for invited guests	45.00
Photocopying, telephone, printing	179.05
Friday coffee break	58.69
Friday social hour	81.49
Saturday coffee break	72.90
	<u>\$687.13</u>

The allocation from MACTLAC was \$450 and ~~use~~<sup>we</sup> covered the remaining \$237.13 from departmental restricted funds for outside speakers.

So good luck with next year's meeting. It is considerable work, but well worth the effort to see things go well. Let me know if I can be of help in any way. We will look forward to joining you next year.

Sincerely,

Brock Spencer

Enclosures  
JBS/sec