



OK-ACRL Meeting

January 19, 2024

11:30 a.m. - 1:00 p.m.

Location: Online via Zoom

Present:

Sarah Burkhead Whittle (she/her), President

Clarke Iakovakis (he/him), Past President

Amanda Schilling (she/her), Vice-President/President Elect

Ashley Bean (she/her), Treasurer

Bethie Seay (she/they), Secretary

Marianne Myers (she/her), Board Member at-large

Brandon Martin (he/him), Board Member at-large

Nicole Sump-Crethar (she/her), COIL Chair

Jennifer Hulsey Campbell (she/her), Outreach Coordinator

Absent:

Emrys Moreau (she/her), Development Coordinator

Karl Siewert (they/them), Web Manager

Jon Goodell (he/him), Board Member at-large

Call to order at 11:33 a.m.

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
Approval of the November/December meeting minutes	A motion and a second were made to approve the November minutes. The motion passed. December minutes were delayed and will be reviewed at the February meeting.	Complete December minutes.*	*Amanda	2/16
New Members Introduction & Orientation	Members introduced themselves. Board member list/contact info on the website has been updated. Members were urged to be wary of spam/phishing emails. Incoming board members were granted access to the Google Drive . Discussed how to find the following: <ul style="list-style-type: none"> • Board goals • Member responsibilities • Bylaws Reviewed meeting schedule: <ul style="list-style-type: none"> • 3rd Friday of every month • COIL conference in the summer • Annual conference in November • Agreed to continue hosting regular meetings on zoom 			
2024 Board Members	Outgoing: Jamie Holmes, Holly Reiter Incoming Secretary: Bethie Seay Incoming Member-at-Large: Brandon Martin Full list of members for 2024: <ul style="list-style-type: none"> • President: Sarah Burkhead Whittle • Past President: Clarke Iakovakis • Vice-President/President Elect: Amanda Schilling • Treasurer: Ashley Bean • Secretary: Bethie Seay 			

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
	<ul style="list-style-type: none"> • Development Coordinator: Emrys Moreau • Web Manager: Karl Siewert • Board Member at-large: Marianne Myers • Board Member at-large: Jon Goodell • Board Member at-large: Brandon Martin • COIL Chair: Nicole Sump-Crethar • Outreach Coordinator: Jennifer Hulse Campbell 			
Reports				
COIL Chair	<p>Summer conference</p> <ul style="list-style-type: none"> • Timeline: end of July (likely the 25th or 26th) • Keynote will speak on AI, topic will likely include AI • To be held at UCO <p>Chair elect: Caitlin Cundiff Past Chair: Katherine Tennison Web Manager/Treasurer: Kaitlin Crotty Secretary/Social Media: Adam Brennan</p>			
Treasurer	<p>Ashley noted that in December, she received an automated email from the listserv saying that her TCC email was replaced with the Treasurer email. Will contact Karl.</p> <p>Treasurer report available in Google Drive.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> • Total balance (checking and savings combined): \$11,670.70 • Checking balance: \$7,456.97 • \$944.32 in deposits were moved from Paypal 	Find out why the listserv swapped an email account.*	*Ashley & Karl	

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
	<ul style="list-style-type: none"> • Withdrawal of \$459.13 of 2023 endowment money was moved to the endowment savings account • Endowment savings balance: \$4,213.73 <ul style="list-style-type: none"> ○ No withdrawals. ○ Interest accrued: \$1.12 <p>James Larue has not cashed his speaker check of \$1,500 (will be taken from checking).</p> <p>Should we move a percentage of profits to endowment? Tabled until Emrys can weigh in.</p>			
Development Endowment Chair	<p>Endowment report available in Google Drive.</p> <p>Sarah reported in Emrys's absence.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> • Guidestar (now Candid), a non-profit agency about transparency, placed us at the silver level. How do we get to gold? • Percentage of board members that have given to endowment: 2023 is higher than the previous 3 years. Discuss giving methods later. • Donations broken down by month. • December 2022 donations were included in the 2023 totals. <p>Ashley noted that an in-person donation was made at the annual conference. The funds are already in the account, but unsure if it was reflected in the report.</p>	<p>Investigate Candid gold rating.*</p> <p>Share giving options with the Board.*</p> <p>Follow up with Emrys about in-person donation on the report.**</p>	<p>*Emrys</p> <p>**Ashley</p>	

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
Web Manager	Karl absent.			
Outreach Coordinator	<p>Reach and engagement was down over the break, as expected. Engagement is now up thanks to snow day content, but reach is still down. The difference being that engagement measures how much followers are interacting with content, while reach measures how much posts are appearing in feeds.</p> <p>Annual conference photos will be posted to Facebook, pending photo releases.</p> <p>Note for the future: remember to get photo releases by including a check-box in registration.</p> <p>A meeting with Magic City Books led to a promising connection. Future meeting to connect with the Tulsa Town Hall series.</p> <p>Reminder: consider signing up for the OLA UCD February workshop.</p>	Follow-up with attendees to get photo releases, and let Jennifer know.*	*All board members	
Old Business				
2023 Activities Wrap-up	<p>Bylaws, Policies & Procedures Manual:</p> <p>If we want to allocate profit to the endowment, there will need to be an official revision. Existing policy: Every 2nd year of the secretary's term, the President will convene a committee to review the manual.</p> <p>Bylaws state that revisions have to be voted on at a meeting of members (the annual conference).</p> <ul style="list-style-type: none"> Should we look at <i>how</i> we approve revisions (this would 	Review	*All board	2/16

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
	<p>also need to be voted on)?</p> <ul style="list-style-type: none"> Need to review policies, and discuss in the February meeting. <p>Official bylaw changes will need a vote. Policies/procedures can be changed as needed. Jamie's taskforce to look at policies/procedures did not result in a conclusive action.</p> <p>Sarah will convene a committee (if needed) in the spring to review any necessary changes.</p>	<p>respective member responsibilities and policies, make note of anything confusing or irrelevant.*</p>	<p>members</p>	
2024 Activities & Goals	<p>Updating OK-ACRL website and methods of contact: completed</p> <p>Scheduling 2024 meetings: recurring zoom meeting has been created</p> <p>Engaging membership</p> <ul style="list-style-type: none"> Listserv: <ul style="list-style-type: none"> Listserv encountering issues in consistency, especially with the Board listserv. Potential to move to Google Groups (keep in mind harsh IT filtering of externally created google groups) Consider promoting listserv to OCALD to recommend to their staff, to recruit more signups. At OLA 23, plan to have listserv signup at our vendor table. Attempt a drawing (for new signups) to win free registration to our annual conference. Carpentries workshops <ul style="list-style-type: none"> Should we offer a carpentries workshop this year? Either virtually or as a pre-conference event 	<p>Move listserv to a higher priority*</p> <p>Reach out to OKALD about listserv**</p>	<p>*Karl</p> <p>**Clarke</p>	

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
	<ul style="list-style-type: none"> ○ Send out a poll to the listserv about what they want to learn in a carpentries workshop (we do already have a form from 2021) ○ Desired attendance numbers: more attendees than helpers. Potentially market to Kansas and Arkansas if we do it virtually. ○ In-person vs online: <ul style="list-style-type: none"> ■ Online: just as successful as in-person (OU offers carpentries often). ■ Hybrid: can be tricky, should not be the first choice. ○ Reach out to known instructors (and the listserv to get new instructors) to gauge interest/knowledge areas ● Virtual AI Workshop - Chris Rosser (OC) & Michael Hanegan said they would donate 50% of proceeds to OK-ACRL Endowment if they led the workshop (but it would be an official OK-ACRL event). Bylaws need to be checked to see if that's allowable. They published white paper (we should review the paper before attaching our name to their talk) circle back in february <p>OLA Conference: March 6-8, 2024 at Hyatt Regency Tulsa</p> <ul style="list-style-type: none"> ● Reminder: Last day for attendee early bird registration and hotel reservations is February 6 ● Price for vendor table: \$75 (covers all 3 days) ● A motion and a second were made for having a vendor table. The motion passed. ● Deadline for the vendor table registration is unknown. 	<p>Poll listserv about carpentries interests[‡]</p> <p>Identify instructors and topics for carpentries^{‡‡}</p> <p>Find out where the other 50% of proceeds go.***</p> <p>Review the white paper.†</p> <p>Coordinate purchasing vendor booth, create signup for table staffing.††</p> <p>Check deadline</p>	<p>‡???</p> <p>‡‡???</p> <p>***Sarah</p> <p>†All board members</p> <p>††Sarah and Ashley</p> <p>†††Sarah</p>	2/16

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
	Other ideas? <ul style="list-style-type: none"> ● Annual conference location and theme <ul style="list-style-type: none"> ○ To be held in November ○ Possibly held at NSU Broken Arrow, since UCO is hosting COIL in the summer. 	for vendor table.†††		
New Business				
Roundtable	Nothing reported.			
Next board meeting	February 16th at 11:30 a.m. via zoom.			

Adjourn at 12:59 p.m.

Submitted by
 Bethie Seay, OK-ACRL Secretary
 January 19, 2024