OK-ACRL Meeting
October 9, 2025
1:30 p.m. - 3:00 p.m.
Location: OCCC Library 407 and Online via Zoom

Present:
Amanda Schilling (she/her), President
Grant Jones (he/him), Treasurer
Casey Lowry (she/they), Web Manager
Emrys Moreau (she/her), Development Coordinator
Bethie Seay (she/they), Secretary
Chris Rosser (he/him), COIL Chair-Elect
Risa Jensen-Jones (she/they), Board Member at-large
Zane Ratcliffe (she/they), Board Member at-large

Absent:
Matt Upson (he/him), Vice-President/President Elect
Sarah Burkhead Whittle (she/her), Past President
Ona Lou Britton-Spears (she/her), Board Member at-large

Call to order at 1:33 p.m.

Agenda item	Discussion	Tasks	Person responsible	Due date
Approval of the September meeting minutes	A motion (Risa) and a second (Emrys) were made to approve the September minutes. The motion passed.			
Reports				
COIL	Nothing to report.			

Treasurer	Treasurer report available in Google Drive.
	 Report highlights:
	 • Total balance: $12,460.99
	 • Checking balance: $7,176.33
	   ○ Deposits: $0
	   ○ Withdrawals: $0
	 • Endowment savings balance: $5,286.18
	   ○ Deposits: $0
	   ○ Withdrawals: $0
	   ○ Interest accrued: $1.52
	   ○ Paypal balance: $55.31			

Endowment Chair	Endowment report available in Google Drive. Report highlights: • Balance: $5,286.18 • Paypal: $55.31 Emrys is looking at how to add Grant to the Paypal account.	Add Grant to Paypal*	*Emrys	
Web Manager	Nothing to report.			

Agenda item	Discussion	Tasks	Person responsible	Due date
Old Business				

Annual Conference	Keynote (Suzette Chang):
	● Suzette offered to send an invoice for her speaker fee.
	● We have not done invoices before. Emrys advised that the invoice wouldn't make a difference to OK-ACRL, but would be fine to do if it makes Suzette's accounting easier.
	● She did send a photo, but it was a small resolution.
	Lunch:
	● The Board agreed on using OCCC catering, which has different options:
	  ○ Meal vouchers: there are limited cafe offerings on Fridays.
	  ○ Boxed sandwich lunches: we would need to ask about gluten free options.
	  ○ Baked potato bar (the Potato Situation): it is the more expensive option, but has lots of options for attendees.
	● Board members unanimously preferred the potato bar. A motion (Casey) and a second (Zane) were made to use the OCCC catering potato bar option for lunch at the conference. The motion passed.
		Request larger photo from Suzette*
		
		Submit catering choice*
		Ask: When do we need final catering numbers? Are there setup fees?
		
		Update Paypal to reflect 2025 for registration**
			*Amanda
			
			*Amanda
			
			**Emrys
				
				*ASAP

Agenda item	Discussion	Tasks	Person responsible	Due date
	● Catering table location options: along the back wall of the main room, or out in the hall. To be discussed further later. Registration: ● Registration should be opened within the next week, after the following tasks are complete: ● A Google Form will be created to collect registration. The form can be copied from last year. Emrys and Grant can set up the payment process. ● An image will be created for social media sharing. Code of Conduct: ● The Conference Code of Conduct needs to be finalized. Amanda will send out the final draft and collect a vote by email. ● An anonymous reporting form will need to be built and linked within the Code. ● The Code will not be linked within the registration form, but it will be sent out via email to registrants before conference.	Create registration form*** Registration payment methods[+] Send registration image to Casey** Conference Code of Conduct***	***Amanda [+]Emrys, Grant **Emrys ***Amanda	
New Business				
Annual Conference	Proposals: ● There are currently 10 full talks and 3 lightning talks (1 of the full talks is willing to change to a lightning talk).			

Agenda item	Discussion	Tasks	Person responsible	Due date
	- The panel is a work in progress, with speakers being tracked in the spreadsheet. - Topic focus: Title II, digital accessibility in libraries, and practicality in the face of the impending deadline. Scheduling: - There will be 4 rooms and the main room. - Last year: - There was a keynote session and 3 breakout sessions. - Breakfast and registration began at 8:45am. The keynote began at 9:30am. The last session ended at 3pm. - The panel will be during the last breakout session of the day. Lightning Talks: - Lightning talks might be during a breakout session if they make sense grouped together. - The submission deadline was extended to 10/13 to encourage more lightning talks. Amanda will work further on the schedule after that. Session moderators: - To be discussed after schedule creation. Door prizes: - A motion (Bethie) and second (Zane) were made to spend $100 on door prizes in the form of four $25 gift cards to bookshop.org. The motion passed. - Grant will order the gift cards.	Evaluate proposals* Order door prizes**	*Amanda **Grant	*after 10/13

Agenda item	Discussion	Tasks	Person responsible	Due date
	• Winner details will be collected day-of. Program: • The conference program will be in the form of a webpage. Breakfast: • Amanda will pick up bagels and coffee from Panera the morning of the conference. • Grant's preliminary budget listed $350 for breakfast, and last year we spent $300. • The order won't be placed until after registration closes. The estimated cost and order will be approved by email vote.			
Elections	Matt is absent.			
Outstanding Service Award	Sarah had emailed the Board to review the nominations form. After the email discussion concludes, the call for nominations will be posted to the listserv.			
Roundtable				
Next board meeting	November 13th at 1:30 p.m. via Zoom.			

Adjourned at 2:55 p.m.

Submitted by
Bethie Seay, Secretary
October 10, 2025