



OK-ACRL Meeting  
November 13, 2025  
1:30 p.m. - 3:00 p.m.  
Location: Online via Zoom

**Present:**

Amanda Schilling (she/her), President  
Matt Upson (he/him), Vice-President/President Elect  
Grant Jones (he/him), Treasurer  
Emrys Moreau (she/her), Development Coordinator  
Bethie Seay (she/they), Secretary  
Sarah Burkhead Whittle (she/her), Past President  
Zane Ratcliffe (she/they), Board Member at-large  
Risa Jensen-Jones (she/they), Board Member at-large  
Ona Lou Britton-Spears (she/her), Board Member at-large

**Absent:**

Casey Lowry (she/they), Web Manager  
Chris Rosser (he/him), COIL Chair-Elect

Call to order at 1:31 p.m.

Agenda item	Discussion	Tasks	Person responsible	Due date
Approval of the <a href="#">October</a> meeting minutes	A motion (Zane) and a second (Risa) were made to approve the October minutes. The motion passed.			
<b>Reports</b>				
<b>Old Business</b>				
Annual Conference	<p><a href="#">Conference Code of Conduct</a></p> <ul style="list-style-type: none"> <li>● A motion (Bethie) and second (Sarah) was made to approve the Conference Code of Conduct. The motion passed.</li> <li>● The Conference Code of Conduct will be added to the website and conference info packet. There will be a note to encourage community feedback.</li> </ul> <p>Moderator volunteers</p> <ul style="list-style-type: none"> <li>● Zane will moderate the panel session.</li> <li>● Risa, Ona, and Amanda will moderate the other sessions.</li> </ul>	Add Code to website*	*Casey	



Agenda item	Discussion	Tasks	Person responsible	Due date
	<p>email Amanda. If there are no badge holders, Amanda will purchase sticky labels.</p> <ul style="list-style-type: none"> <li>● Printed materials: <ul style="list-style-type: none"> <li>○ Schedule (front and back)</li> <li>○ Map / Sponsor thank-yous</li> <li>○ 8.5x11 sponsorship signs</li> <li>○ Elections and feedback form signage</li> </ul> </li> <li>● Acrylic sign holders</li> </ul> <p>Bylaws:</p> <ul style="list-style-type: none"> <li>● Amanda will create a document to share before Friday that compares Bylaws changes</li> </ul> <p>Outstanding Service Award:</p> <ul style="list-style-type: none"> <li>● Charles Brooks</li> <li>● Emrys will deliver a placeholder certificate to TU on Thursday</li> <li>● Physical award will be mailed to TU once ready</li> <li>● Sarah will confirm order with Dearingers</li> <li>● After the award is delivered, Charles may be asked for a photo or a statement, to include in a post-conference recap</li> </ul>	<p>Format map / sponsor page<sup>+</sup></p> <p>Print map / sponsor page<sup>**</sup></p> <p>Bylaws changes document<sup>**</sup></p> <p>Certificate<sup>+</sup></p> <p>Order award from Dearingers<sup>++</sup></p>	<p><sup>+</sup>Emrys</p> <p><sup>**</sup>Amanda</p> <p><sup>**</sup>Amanda</p> <p><sup>+</sup>Emrys</p> <p><sup>++</sup>Sarah</p>	

Agenda item	Discussion	Tasks	Person responsible	Due date
	Door prizes: <ul style="list-style-type: none"> <li>● Gift certificates</li> <li>● Names and emails of winners will be collected at the conference. Grant will send gifts after the conference.</li> </ul>			
<b>New Business</b>				
Elections	Voting will be open until 11/30.			
Roundtable				
Next board meeting	In-person changeover meeting TBD.			

Adjourned at 2:22 p.m.

Submitted by  
 Bethie Seay, Secretary  
 November 13, 2025