OK-ACRL Meeting, October 25, 2019  
Location: TCC NE  
Present  
Andy Taylor, President  
Beth Jones, Past-President  
Toni Hoberecht, Secretary  
Jamie Holmes, Member-at-large  
Karl Siewert, Webmaster  
Marla Lobley, COIL chair  
Emrys Moreau, Vice-President/President Elect  
Clarke Iakovakis, Member-at-large  
Kaitlyn Palone, Member-at-large  
Anona Earls, Treasurer  
Walk-Through Meeting at TCC Northeast Campus  
Meeting called to order 1:45pm  
1. Approve September minutes. Approved.  
2. Reports:  
   a. Treasurer (Anona) - uploaded to Google drive. $9293.47 in BOk account. CC bal is 711.19 because of speaker hotel and airfare. Also Wufu subscription purchased. So far 48 attendees for conference. Anona will check with Matt on food needs.  
   b. Registration Update (Karl). See Anona’s report above. Also - Bylaws page edited to show that there will be a vote on the bylaws. Links to all three relevant documents. Some conference information on website. In progress. Will put up a directions page. Including conference hotel, Fairfields Suites. Will link to accommodation statement. Will get rid of last year’s sponsors. Will put parking instructions under “Directions.” Including a map.  
   c. COIL (Marla) - no update  
   d. Bylaws Committee update (Toni)  
   e. Elections Update (Emrys). Will provide paper ballots at the conference, also link to the form. Between Nov 1 and 15th. 1 person running for president elect, 2 for secretary, 4 for at large positions.  
   f. Outstanding Service Award Update (Beth) no nominees  
   g. Endowment Update (Beth) - trying to get together 5 year plan and spiel for conference.  
3. Old Business - Conference Planning  
   a. Conference Speakers Schedule and travel plans  

<table>
<thead>
<tr>
<th>Thursday Nov 7th</th>
<th>Time</th>
<th>Person</th>
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<tbody>
<tr>
<td>Pick Up Matt from Airport</td>
<td>9:30 PM</td>
<td>Karl</td>
</tr>
<tr>
<td>Check-in to Hotel (Matt)</td>
<td>10:00 PM</td>
<td>Karl</td>
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<tr>
<td>Day</td>
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<td>Person</td>
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<tr>
<td>Friday Nov 8th</td>
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<tr>
<td>Pick Up @ Hotel</td>
<td>7:30 AM</td>
<td>Emrys will pick up from Hotel</td>
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<tr>
<td>Take Matt out to</td>
<td>4:00 PM</td>
<td>Toni</td>
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<tr>
<td>Take Matt back</td>
<td>5:30 PM</td>
<td>Board - Anona will check for dinner preferences.</td>
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<td>Saturday Nov 9th</td>
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<tr>
<td>Drop Off Matt at Airport</td>
<td>6:00 AM</td>
<td>Andy</td>
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3. Food Update - Andy and Emrys (Panera and Imperial) Do we need to put this on the website?
   2. Yes. Andy will be available all day the 7th for last minute conference issues. By Wednesday the 6th get Andy any information that needs to go in the folders. Registration starts at 8:30. Emrys called for assistance with registration. Everyone be here by 8am. Discussion of where to put posters.

4. New Business
   2. Packets – folders have been ordered from Amazon. 100 folders, assorted colors, just like last year. Name badges are at UCO. Emrys will send info to Anona who will make the name badges. Beth will bring cash box and name badges the night before. Folders will be probably assembled by TCC assistants. Emrys will give registration lists to everyone.
      i. Library floor maps with marked areas
      ii. By-laws changes and rationale
      iii. Endowment Information
      iv. Schedule/Agenda
      v. Parking map/information
      vi. Evaluations – need to be proofed - board provided suggestions.

3. Emrys: request for a late poster poster submission. Accepted.

4. Emrys: Library carpentry workshop - Mark will promote Library carpentry if we plan to do it. The response to our exploratory survey was fairly positive. 28 people out of 33 people responded positively. Webscraping/Tidy Data, $40 the model price. IE people were willing to pay. Tulsa/Stillwater, was most popular, June was most popular, most people would be able to bring their own technology. Discussion.

5. Do we have prizes for conference? What were the choices? Price?

6. Audio/video needs

7. Schedule Business Meeting and closing remarks at conference: Who will speak?
   i. Business Meeting (Andy) - after registration/before keynote (30 minutes)
   ii. Welcome and thank board - Andy
   iii. Finances - who will cover? - Anona will not be there. Andy will. Anona will send talking points.
   iv. Talk about information to find in the packet - Andy
v. Talk about endowment briefly - Beth
vi. Mention elections and introduce candidates - Emrys
vii. Lunch location, breakout rooms, and bathrooms - Andy
viii. Introduce speakers for Keynote - Andy
ix. Closing

8. Outstanding Service Award (Beth) - no.
9. Breakout sessions - Jamie and Andy will float and make sure rooms are okay, basically serving as moderators.
10. Prizes – ticket stubs at registration?? Yes. Beth will order, send to Emrys.
11. Getting Schedule on the Website - ask Karl - Toni will send to Karl.
12. Date for “pass-the-torch” meeting and location – Friday, December 20th?

ANY OTHER TOPICS WE NEED TO COVER?

Meeting was adjourned at 3:06pm

Future Meetings:
Conference November 8th, 2018 @ TCC