

Oklahoma Chapter - Association of College and Research Libraries
July 9, 1999
OSU CITD Conference Room 204G
Stillwater, OK

Minutes

Present:

Tom Thorisch, President
Susan Hahn, President-Elect
Rhonda Harris-Taylor, Past President
Laura Bottoms, Treasurer
Julia Crawford, Secretary
Edwin Wiles, OBIC Chair
Anne Prestamo, Board
Darcy Rankin, Board
Betsy Tonn, Board
Gerald Hickman, visitor
Steven Holcombe, visitor

Thorisch called the meeting to order at 1:10 p.m.

Minutes of May Meeting: Thorisch called attention to typo in the Treasurer's Report. Taylor moved to accept, Tonn seconded, minutes approved with change.

Treasurer's Report: Bottoms received two memberships, for an increase in total of \$15. Beginning balance (5/14/99) of \$3,251.42. A check for \$350 was written to Steven Holcombe, Attorney, to retain his service for incorporation. A check for \$101.61 was written to cover expenses incurred with the June 1999 Newsletter. OK-ACRL has an ending balance (7/9/99) of \$2814.81. Hahn moved, seconded by Crawford, report accepted.

OBIC Report: Wiles reported that Debra Spindle of the OKC Metropolitan Library System will speak July 16.

Newsletter / Web site: Prestamo mailed out the newsletters, but does not yet have the .pdf version to mount on the web. Prestamo does have two volunteers to write features for the September issue: Danelle Hall at OCU and Francine Fisk at TU. Karen Bays (OLA Newsletter co-editor) was contacted, and will be forwarding to us pertinent items. Prestamo mentioned that the September newsletter will probably need another page, which will cost more to duplicate, but she found a good deal on envelopes, and should have enough for the next mailing too. Taylor will be including a "call for papers" for the Popular Culture Conference in N.M. and a brief article on the "status" of library schools in the next issue.

Incorporation: Attorney Steven Holcombe was introduced by Thorisch. Holcombe assured the group that once the papers have been drawn up, it will only take a week to process the paperwork. Holcombe had several suggestions for improving the bylaws, which included:

- Article V, Section 1. Officer responsibilities should be more specific

- Article VII, Section 5. Board of director section should define how announcements are sent, and include language regarding emergency meetings – allow for shorter notice, such as 10 days.
- Article X, Section 2. Suggests that “fall” be defined by a date, such as “no later than ...”
- Article XI, Section 2. Majority is sufficient.

Holcombe explained that there must be a designated service agent with an address and a headquarters address. Holcombe volunteered to act as service agent. Further, three incorporators and their addresses must be listed. The incorporators will run the organization until the first meeting at which time they name the Board of Directors. Bylaws should address that there will be a minimum number on the board, plus others.

In the discussion that followed it was decided that:

- Incorporators would include Hahn, Thorisch and Rankin
- Listed board of directors will include these three plus others to be named later
- Holcombe will be listed as agent
- Thorisch will ask Holcombe what his fee is for this
- 206 CITD will be listed as headquarters
- Taylor suggested each officer write out their main duties (three-five) to include in Article V, Section 1 changes
- Thorisch will correspond with Holcombe via email to get appropriate language for proposed bylaws changes
- September newsletter will announce all proposed changes to the bylaws
- A vote will be put to the membership at fall conference to amend bylaws and proceed with incorporation
- Thorisch moved to proceed with plan, Rankin seconded, motion approved.

ALA: Crawford reported on the Chapters Council meeting. Crawford explained that the \$10 per new member is available if the President's Annual Report (due Sept. 1) documents what outreach / recruitment efforts were undertaken. This could be as simple as printing off a copy of the form on the web site, showing that the newsletter was mailed to all new librarians, etc. The Chapters Topics Newsletter is looking for a new editor.

Fall Conference:

- Speakers:

McInerney to discuss how new library professionals are being trained and prepared for the future

Meachen to discuss blurring of roles and responsibilities; keeping abreast of technology

Hardesty to discuss giving back to the community and getting into the classroom

- This will be a continuum topic, with no panelist / respondents
- ODL wants time to talk about database changes. The group agreed that the newsletter would be a more appropriate venue
- Proposed schedule:

8:00-8:30 a.m. Registration

8:30-9:15 a.m. Business Meeting
9:30-10:30 a.m. McInerney
10:30-10:45 a.m. BREAK
10:45-11:45 a.m. Meachen
11:45-1:30 p.m. LUNCH
1:30-2:30 p.m. Hardesty
2:30-3:30 p.m. Questions & Closing

- Thorisch suggested that the Student Union Hotel be designated at the conference hotel. Crawford will reserve a block of 15 rooms (4 for board, 3 for speakers, 8 for grabs)
- Crawford will give all pertinent info to Prestamo for September Newsletter
- Registration will be \$40
- Any preregistered participant may bring a student, student assistant or paraprofessional for free
- Crawford will check to see that the auditorium is also available on November 12, in case we have over 85 participants.

Other Business: Tonn mentioned that AMIGOS will bring a grant writing seminar for \$500. UCO is looking for partners.

Next Meeting: The board will meet at 1:00 on August 13 in Farmer International House on the campus of Oklahoma City University. Business luncheon to be held from 11:30-12:45 at a location to be disclosed later.

Rankin moved to adjourn, Taylor seconded, meeting adjourned at 3:15 p.m. Respectfully submitted July 13, Julia Crawford, Secretary.