

Oklahoma Chapter - Association of College and Research Libraries  
September 3, 1999  
Farmer International House, Oklahoma City University  
Oklahoma City, OK

Minutes

Present:

Tom Thorisch, President  
Susan Hahn, President-Elect  
Rhonda Harris-Taylor, Past President  
Laura Bottoms, Treasurer  
Julia Crawford, Secretary  
Darcy Rankin, Board  
Betsy Tonn, Board

Thorisch called the meeting to order at 12:50 p.m.

Thorisch reiterated for the record that several topics/issues had been discussed and resolved completely via email. These include Thorisch's submission of the annual report to National ACRL headquarters, letter from OLA regarding incorporation/affiliation was answered, Chapters Topics entry was submitted and newsletter topics were covered directly with Anne.

**Minutes of July Meeting:** Hahn moved to accept, Taylor seconded, minutes approved.

**Treasurer's Report:** Bottoms reported that no memberships had been received, OK-ACRL still has a balance (9/3/99) of \$2814.81. Report accepted.

**OBIC Report:** Dottie Davis will present a workshop entitled "How to establish a Bibliographic Instruction Program" on Sept. 10 at Durant, SEOSU.

**Bylaws:** All officers provided Thorisch with job descriptions. Thorisch will send proposed changes to Crawford, and then to Holcombe and the board for consideration. Proposed changes will be outlined in a supplemental mailing.

**Newsletter / Web site:** Thorisch suggested that if the newsletter runs out of space, one of the "features" should be bumped to a later, less "filled" issue. Thorisch's address will point to specific announcements in the newsletter, such as the vote on incorporation, information about the conference, etc. Crawford will mount a conference announcement on the web site.

**Supplemental Flyer:** A supplemental flyer with conference registration form, proposed bylaws changes and slate of candidates will be mailed by Oct. 8.

**Advertising for Fall Conference:** The website will have information about conference, as will this newsletter and the second, follow-up newsletter. Further areas for promotion:

1. Send to UCD email discussion list, and ask to be included in their newsletter

2. Ask all those submitting in our newsletter to also include conference info in their newsletter.
3. Conference announcements given to Taylor will be distributed to SLIS students and to OU's Branches
4. Hahn will mention the conference at OU's Library Faculty Meeting
5. Crawford will send an email message to all OSU Library Faculty
6. Thorisch will compile a list of large public libraries to receive conference info.
7. Thorisch will try to get the list of OLA's public library division
8. Thorisch will also try to get a contact on the OK Center for Academic Library Directors to distribute information about the conference.
9. Bottoms will verify using Bowker's, that all libraries are represented on our mailing list.
10. Email will be distributed to all known addresses. Body of the message will have a hotlink to the registration form, and to the conference announcement.

**Nominations / Elections:** Susan has lined up some people to run for positions. Positions open this year include Secretary, Treasurer, President Elect and Board Member-at-Large. Those running for Board Member-at-Large are not required to have national membership in ALA/ACRL.

**Fall Conference Logistics:** Thorisch reported on travel arrangements by Meachen, and that Hardesty is offered fly/drive w/mileage reimbursement option. The group discussed that it was hoped that we could break even with the conference.

Registration was discussed. It was decided that MLS Students, college students employed at libraries and paraprofessionals would be allowed free attendance provided that their name was submitted with a conference attendee's pre-paid registration. No free registrations for students/paraprofessionals would be available at the door.

Fee structure is as follows:

- Pre-registrations postmarked by Nov. 3:

\$40 OK/ACRL Member

\$45 Non-member

Free registration for one student/paraprofessional whose name is submitted with a pre-registered conference attendee.

- At the Door:

\$45 OK/ACRL Member

\$50 Non-member\* \*Includes dues for upcoming year

Hahn will make ballots to be mailed to members not able to attend the conference.

**Other Business:** The board decided that new stationery that is black print on white paper should be made to replace the depleted supply of brown on tan letterhead. Thorisch will take the newsletter to Kinkos to have some stationery made.

**Next Meeting:** The board will meet at 1:00 on October 15 at the OU SLIS Conference room. Business luncheon to be held from 11:30-12:45 at a location to be disclosed later.

Rankin moved to adjourn, Tonn seconded, meeting adjourned at 2:50 p.m. Respectfully submitted September 17, Julia Crawford, Secretary.