

Oklahoma Chapter - Association of College and Research Libraries
October 13, 2000
Meeting Room, Chalmers Library, University of Central Oklahoma
Edmond, OK

Minutes

Present:

Susan Hahn, President
Julia Crawford, Vice-President/President Elect
Tom Thorisch, Past President
Audrey DeFrank, Treasurer
Jim Winterbottom, Secretary
Ona Lou Britton, Board
Gwen Dobbs, OBIC Chair
Molly Murphy, Board

Hahn called meeting to order 1:24 p.m.

Minutes of September meeting: Corrections to September minutes noted; Crawford moved to accept September minutes, Britton seconded. September minutes approved.

Treasurer's Report: DeFrank presented cash flow statement (titles 'OK/ACRL Statement of Cash Flow, October 13, 2000'). To date she has received 11 registration fees for Fall conference, plus the reimbursement from the ALA.

After expenses of \$7.55 for mailing labels, OK/ACRL's cash balance stands at \$3409.00. Question raised as to whether past members should be retained on newsletter list - perhaps delinquent members should be advised via a postcard mailing (only 20 cents), and then dropped from list at later date.

Crawford moved to accept Treasurer's report, Dobbs seconded motion; Treasurer's report approved.

OBIC Report: Dobbs reports that Jay Ramanjulu from OCCC will be the new OBIC chair. OBIC report will be prepared for the next OK/ACRL meeting.

Newsletter Report: Thorisch and Rankin are commended for their good work on recent newsletter. Britton and Murphy will take over future duties on newsletter, and Thorisch will provide files, fonts and remaining postage.

Next newsletter will include election results, a conference recap, and a library profile.

Webpage Report: Little to report.

Elections: Crawford was successful in assembling a slate of nominees for upcoming OK/ACRL election. Crawford will also create ballots, with different colors for both on-site and mail-in voters.

Fall Conference: The following actions were proposed:

- national association member will receive name tag ribbons with their conference folders.
- Hahn will ask the OU dean's office for pens and the actual folders.
- Crawford will supply notepaper with OK/ACRL letterhead to be included in conference package.
- Crawford will create nametag blanks with OKACRL logo. Audrey can then either print or write registrant's names.
- Crawford will courier registration materials to Dobbs.
- a list of area restaurants will be included in package.
- UCD has asked that an announcement of the ALA poster session be included with package.
- Thorisch will create some evaluation/feedback forms to be included, along with conference agenda and speaker bios.
- registration will begin at 9:00am.
- will Crowe arrive in time for dinner? Find out his meal preference.
- Jon Woltz not available for forum - other suggested speakers have not responded to e- mail.
- a gift might be given to speakers - subscription to 'Oklahoma Today'? 'Wired'?

Britton will need to report the number of attendees by October 17 - present estimate is around 40, though catering should supply paper goods for about 60. Food will include:

- 3 gallons of gourmet coffee
- hot water (for tea)
- ice water in pitchers
- two kinds of fruit juice
- a large fruit tray
- donuts
- 3 dozen assorted cookies
- ice water and ice tea for afternoon break.

Tables should be scrounged from liberal arts building, otherwise catering might charge for their use.

Other Business: none.

Next Meeting: Next meeting to be held at 1:00pm on Friday, December 1 in Norman - Hahn will determine exact location and restaurant.

Britton moved to adjourn meeting, Winterbottom seconded; meeting adjourned at 2:30pm.

Respectfully submitted

November 7, 2000.

Jim Winterbottom, Secretary.