

Oklahoma Chapter - Association of College and Research Libraries

October 5, 2001

Taj Restaurant

Oklahoma City, OK

Minutes

Present:

Gwen Dobbs, President

Susan Hahn, Past President

Beth Reiten, Secretary

Ona Britton, Board

Molly Murphy, Board

Jay Ramanjulu, OBIC Chair

Gwen called the meeting to order at 12:45 pm.

The first order of business: many thanks to Jay for arranging the restaurant!

Minutes: Susan moved to accept, Gwen seconded. Minutes approved.

Treasurer's Report: Audrey was unable to attend, so she sent the statement to everyone ahead of time. As of Friday morning, Audrey had 24 pre-registrations in hand. With that in mind, Susan estimated that the food cost will be approximately \$2500. Susan and Audrey will work together once we have the final pre-registration count -- hopefully by Oct. 12. Hernon's hotel will be \$198. Gwen asked what we should do about money for his taxi to the airport. Beth offered to check with Audrey as to whether we can use petty cash, rather than reimbursing him later. [Audrey indicated that we could do this. BAR] Susan moved to accept the report, Ona seconded. Report approved.

Fall Conference: Peter Hernon arrives around 5:00 pm Sunday, October 21. Gwen will pick him up and take him to the Embassy Suites. What restaurant should we go to for dinner? There was much debate, but no consensus. Gwen will contact Peter and offer him a few choices to see if he has any opinions on the matter. Dr. Shirazi will also be joining us for dinner; Sheila declined the offer. Both Dr. Shirazi and Sheila are declining the hotel offer.

PACKETS: Where will we get the folders? Gwen will talk to Marla about getting folders from OSU-OKC. She'll also check with ACRL about packet supplies. Packet inventory: meeting agendas, name tags, OKACRL note paper, evaluation forms, biographies of the speakers (if they wish), ballots (for the OKACRL members). Gwen will talk with Audrey about the name tags. Beth will check to see if the files that Julia passed along have the OKACRL name tags file, and will send it to Audrey if so. Beth will also look for the evaluation form file and email it to the board for updating. When/where should we have the stuffing party? We'll wait for Peter's reply as to whether he wants to eat right away after arriving to decide on a time, and we can meet in the hotel lobby for the party. Alternately, we can meet at Gwen's house.

BALLOTS: Gwen brought a mock-up of the mail-out ballot and Susan brought a mock-up of the conference packet ballot. Susan will take the files, finalize the two versions, and email them to the board for approval. The mail-out ballots will be mailed to those not in attendance at the conference on October 23. The completed ballots must be postmarked by November 19, and the count must be completed by November 30. Beth will post the "Meet the Candidates" and the bylaws information on the website.

JULIA'S INVITATION: The board approved offering to pay Julia's hotel and attendance costs, if she would like to come to the conference. Gwen is writing the invitation letter and will stress the offer, in the hopes of having Julia attend.

Other Business: Our last two meetings for the year have been set for Friday, November 16 and Friday, December 14.

Beth moved to adjourn, Susan seconded the motion. Meeting adjourned at 1:20 pm.

Respectfully submitted, 8 October 2001.
Beth Reiten, Secretary.