

Oklahoma Chapter - Association of College and Research Libraries
October 18, 2002
University of Central Oklahoma
Edmond, OK

Minutes

Present:

Gwen Dobbs, President
Susan Hahn, Past President
Beth Reiten, Vice-President/President Elect
Marilyn Moore, Board
Jason Dupree, COIL Chair

Gwen called the meeting to order at 1:05 pm

Minutes: Susan moved, Beth seconded. Approved.

Treasurers Report: Steve will bring receipts to the conference.

Conference: Gwen turned the ticket receipts for both Elaine and Craig over to Beth to get to Steve.

Book gifts have been hard to find. Suggestions--look at Gilcrease Museum while Gwen is in Tulsa.

Food and lodging reimbursement still to be filed -- those will happen after the fact. Gwen explained the mix-up with the Ramada Inn being a motel, rather than a full-service hotel. She has moved the speakers' reservations to the La Quinta Inn on Meridian. Elaine arrives at 2:27pm and Craig arrives at 4:40pm. Gwen will do pick-ups. Dinner gathering at 6:30pm in the lobby of the La Quinta Inn. Several options tossed about, no place decided. Decision left to visitors.

Conference schedule: packet: lunch map, call for papers & proposals announcements, membership form, agenda, presenter bios, note paper (3 sheets), and evaluation form. Final packets will be finished before the conference and name tags will be finished. Gwen gave Beth Elaine's hand-outs and Craig's PowerPoint presentation to be duplicated. She will forward Craig's email with the rest of his hand-outs to Beth after the meeting.

Technology for conference: Jay is coordinating this area. Laptop and 2000 Powerpoint software needed. Beth is bringing her laptop for the registration desk and Gwen is bringing hers for Craig to use. Elaine is bringing a Mac Powerbook. She indicated past problems with projectors: Beth will double-check her library's projectors and bring one as a backup.

There were three conference mailings due to various mix-ups with getting the national membership list from ALA and producing a list of all higher education institutions in the state. The second batch going out so late caused the revised early-bird deadline. Expect mass confusion at the registration desk.

Food is ready, and Beth has double-checked with Heather at OCCC. We will be billed afterwards.

Elaine will need to leave after her presentation for the airport. Easiest to ask her to bring her luggage to the conference. Jason will take her back to airport.

Steve will have the honorarium to give Craig on Friday morning.

What time are folks planning on showing up to OCCC? Most everyone was thinking 8:00am Friday morning.

Business meeting: Introduce the board & thank them, announce COIL and introduce COIL board, introduce new candidates, remind to vote all day, attendees turn in ballot that day, launch into speakers.

Marilyn found a correction needed on the Membership Update form (still reads OBIC). Beth will correct and have reprinted and re-stuffed.

New business: Next meeting, Nov 1 at 11:30am in Weatherford. Jason will arrange lunch and meeting space.

Gwen moved to adjourn, Susan seconded. The meeting adjourned at 1:55 pm.

Respectfully submitted, 29 October 2002.

by Jason Dupree for

Suzanne Holcombe, Secretary.