

**Oklahoma Chapter – Association of College and Research Libraries
June 13, 2003
Oklahoma State University
Stillwater, OK**

Minutes

Present:

Beth Reiten, President
Jason Dupree, Vice President/President Elect
Steve Locy, Treasurer
Gwen Dobbs, Past President
Christina Biles, Board
Woods Wheeler, Board
Sherry Young, Board
David Oberhelman, COIL Chair

Beth called the meeting to order at 12:52.

Minutes: The minutes from the May were approved with two minor changes. David Roberson should be David Robinson and the May meeting began at 11:50 not 12:50.

Treasurer's Report: The May Treasurer's report was approved.

Newsletter: There is nothing new to report about digitizing the newsletters. The next newsletter will be out with conference information in late June to early July, depending on scheduling around ALA.

Conference Topics: The Fall Conference will be November 14, 2003 at OSU-OKC. The rooms will have the same layout as 2 years ago. One room will be in conference layout with long rectangular tables facing the speaker. The next room over will be set up for lunch. Many thanks for sponsorship go to David Robinson as it means that the space is free. Susan Hahn, Vice-President of SLA, has convinced EBSCO to sponsor us \$500.00. We will be splitting costs and profits 50/50 with SLA. After discussion, the board agreed that we would rather get the older edition of the assessment tool for free instead of buying the newest edition. The approximate times are 8:15 for registration and then the session will begin at 9:15. Woods has volunteered to speak to Katrina in Catering about pricing & menu options. Beth specifically requests "More Cookies!" The current budget allows for the catering price to have gone up from \$500.00 to \$750.00.

Beth raised the question to Steve as treasurer on how to handle buying the plane ticket for the speaker. Advice from Gwen from last year – using a personal credit card is not a good idea. We now have forms to make not paying tax easier. Would it be possible to get a corporate credit card? Steve will talk to Stillwater National to find out if we can get

a corporate credit card & how much it might be in fees. Someone will need to call/write about flight preferences of the speaker.

The need for a follow-up meeting, perhaps a joint meeting with SLA, was discussed but will require coordination. Consensus is that we should try for either a July or August meeting at OSU-OKC to check out facilities. We would have the other month off. Other topics – what technical support needs will the speaker need? How will the setup in the conference room affect group work? How will brochures be handled?

New Business: There was no new business

Next Meeting Location and Date: Woods Wheeler has volunteered to hold the meeting in either July or August, depending on how coordination with SLA works out. The meeting is tentatively scheduled for July 11 at Oklahoma State University in Oklahoma City.

The meeting was adjourned at 1:23.

Respectfully submitted, 18 June 2003.

Christina Biles, Board Member and Gina Minks, Secretary.