

Oklahoma Chapter - Association of College and Research Libraries
OK-ACRL Board Meeting
July 8, 2005
Redlands Community College

Attending: Lauren Donaldson, Rhonda Harris-Taylor, Helen Clements, Jason Dupree, Audrey DeFrank, Kate Corbett.

The meeting was called to order at 1:05 pm.

Approval of Minutes: Corrections: page 3 line 4 add "will" before discuss and add "s" to discount page 3 line 6 add "Vice President/" before President Elect

It was moved that the minutes be accepted with the stipulated corrections above. Moved by Clements, seconded by DeFrank. Motion carried.

Treasurer's Report: In the absence of the Treasurer, Donaldson reported that there was no change to the balance of \$3985.86 Donaldson said that she had contacted Locy regarding the submission of part of the OU Conference bill for payment by national ACRL. This has not been resolved.

COIL Report:

Corbett reported that the COIL Workshop is on track for August 16, 2005 at OSU-Tulsa. The announcements will be distributed via several email lists. The registration fee is \$12.00 and includes lunch on site. The speakers will be Jane Bowerman from OU and Susan Stansberry from OSU Stillwater.

Corbett also reported that COIL is working on their BI/IL survey and will meet on July 22 at UCO to finalized the survey.

Update on the ACRL Standards Workshop: OALD will have their ACRL Standards workshop on October 14 at Oklahoma Christian University. Presentation proposals will close on July 30, 2005, and the meeting announcement will be posted in August.

Continue- Fall Conference Planning:

Speaker travel arrangements: When Donaldson offered to make travel arrangements for Dr. Kohl, he said that his schedule was uncertain, so he would prefer to make his own plane reservations. However, he agreed that OK-ACRL would make ground arrangements. We will choose 3 hotels and let him select his preference. It was generally agreed that the Board would meet him as a group and take him out to dinner-maybe in Bricktown.

Food options:

DeFrank reported on her inquiries into three possible caterers:

Prairie Gypsies has a very helpful website. They offer more choices, but to provide the basic Subway type lunch, sandwich, chips, and cookie, they would charge \$6.00 + tax per person. They have a \$25 delivery charge.

City Bites will provide ½ sub, chips and cookie for \$8.63+tax. For 75 or more (lunches or dollars???) they will deliver free.

Quiznos will provide small sub (same as ½ sub?) chips, cookie for \$6.78 including tax. Will deliver over 20 (lunches or dollars??)

It was decided that since these caterers do not require long lead times, we will not make a decision on the lunch provider until our September meeting.

Donaldson reported on the menu offered by Rose State College campus catering.

After a lively discussion, the Board decided to order the following items from the university caterer for the morning break based on 50 people registered :

- 1 Banana Nut Loaf Bread - \$6.00
- 1 Blueberry Loaf Bread - \$6.00
- 1 Cinnamon cake - \$10.00
- 1 Dozen large bagels with cream cheese -\$9.00
- 3 gallons regular coffee @\$7.00/gal - \$21.00
- 1 gallon decaf coffee - \$7.00

For the afternoon break, we will offer fresh fruit and bowls of candy.

We will purchase the following at Sam's Club:

- Bottled water for breaks and lunch
- Canned soda for lunch
- Candy (variety) for afternoon break
- Fresh fruit for morning and afternoon breaks

Donaldson will find out which of the following will be provided by the university caterer and in what numbers: Small plates; Flatware Napkins; Cups; Cream/sugar

What to charge for the event:

After a brief discussion, it was agreed to charge \$45.00 registration including lunch. It was further agreed that non-ACRL members would be charged \$55 for registration, and students would be charged \$25. Harris-Taylor pulled together a rough budget.

Based on a registration fee of \$45.00 per person, with a registration of 50 people, there would be income of \$2250.00

We have budgeted 12.00 per person for food: \$1.00 morning break \$10.00 lunch \$1.00 afternoon break for a total food expense of \$600.

Leaving a balance of \$1650 to cover additional expenses

Dr. Kohl's airfare (worst case estimate \$850) \$850; Hotel \$125; Meals \$100; Honorarium (gift card???) \$100; Packet materials 100; \$375 balance

Contacting possible corporate sponsors: Donaldson will check with Locy to see if we have any corporate sponsors.

Conference promotion details and timeline:

Donaldson asked for suggestions regarding the font/theme/colors for the meeting announcement. Donaldson will work on workshop announcement/registration form. She will have a final draft for the September 9 Board meeting. We will include a preliminary announcement in the first newsletter, due to be published in July.

Also included will be promotion for the COIL workshop and the OCALD meeting. We will include the complete announcement and registration form for the Publishing Workshop in the second issue of the newsletter, due to be published in October. Also to be included in that newsletter will be a report on the COIL workshop and election information.

Any articles for inclusion in the October newsletter should be in Donaldson's email by September 5. Registration deadline for the Publishing Workshop will be "postmarked by October 18." We will send out email reminders on Thursday, October 13, and will announce it at the OCALD meeting on October 14, if possible.

We still need a business meeting agenda for the fall conference. We will have a "packet stuffing party" on November 4 at Langston.

Dupree agreed to email a list of the materials usually included in the packet.

Other old business: None

New business: None

Next meeting: August 12, 2005 at OSU-OKC. Lunch plans will be posted.

Donaldson proposed adjournment at 2:40 pm. Corbett moved, Clements seconded. Motion carried.