

Oklahoma Chapter - Association of College and Research Libraries

August 11, 2006

Langston University-OKC

Oklahoma City, OK

In attendance: Kate Corbett, President; Lauren Donaldson, Past President; David Oberhelman, Vice President; Rhonda Taylor, Board Member; Laura Teske, Secretary; Edwin Wiles, Board Member.

Approval of Minutes: Corbett moved to accept the minutes of the July meeting. Oberhelman seconded. Motion carried unanimously.

Treasurer's Report: Ta submitted a report via Oberhelman. The balance on the latest bank statement was \$4378.38. Ta has been working on the invoices and expenses for the COIL workshop, and it made a small profit. She has been working on a membership database. The chapter's non-profit status is still up in the air. Wiles moved to accept the report as presented, Corbett seconded. Motion carried unanimously.

COIL Report: Oberhelman reported that the summer workshop on July 19, 2006 went very well. There were about 35 attendees and feedback was positive. Thorisch submitted an article summarizing it for the newsletter.

Newsletter: Oberhelman reported that the newsletter has been compiled, but that Bonnie Cain has been on vacation and has a backlog of projects. He will contact her soon and the newsletter should come out soon.

Archives: Kay Bost pulled some membership forms and shredded them. The last seven years of financial documents will be sent to Ta. 1992 is lacking a lot of material. Donaldson reported that she still has some documents from 2005.

Candidates for Fall 2006 Board election: Oberhelman reported on the status of nominations for officer elections. Clements and Taylor will be leaving the Board, so replacements will be needed. Ta would like to continue as Treasurer. Donaldson might run for Secretary. Teske will run for VP. Other possible nominees were discussed. The Bylaws state that a slate of candidates must go out in the mail by October 1.

Conference Topics:

Date: November 10, 2006

Location: Langston-OKC.

Speakers Arrangements: Corbett will arrange for the speakers to stay at a hotel in Edmond. That will make it easy for her or Donaldson to transport them. She will contact the Hampton Inn to make the reservations and ask if they will agree to be the designated conference hotel, and offer discounted rates. The speakers will fly in the night before and the Board will take them out to dinner. Corbett will contact their representatives about flight and food preferences.

Conference format: The conference room at Langston-OKC is big enough for the breakout sessions and for lunch to be served. We will need a projector and screen for the presentations. Rhonda Taylor will bring centerpieces for the coffee table. We will need to have tablecloths for registration and nametags for attendees. Conference format: We will provide issues to discuss during breakout sessions. Estimating 50 attendees, we can have 7 groups of 7 people.

We still need to finalize 7-8 questions for the breakouts.

Catering: Coffee service options are being researched. The Langston/Aramark service has not responded to inquiries. We will compare Aunt Pittypat's and Java Dave's coffee service. Aunt Pittypat's will cater the conference with boxed lunches. Attendees will have a choice of sandwich when they register: Double Decker Club Sandwich, Aunt Pittypat's Famous Chicken Salad Veronique on Croissant, Ham Wrap on Whole Wheat "Designer" Tortilla with Honey Mustard, or Fresh Vegetable Medley on a Jalapeno Cheddar Tortilla with Diablo Sauce. All lunches will include Garden Salad and Fresh Fruit Medley. We will request that they provide a tray of selected desserts, but no cookies. We will request 3 gallons of iced tea, 2 gallons of lemonade, and 2 gallons of raspberry lemonade. The board will supply bags of chips, bottles of water, candy, nuts, and extra napkins.

Old Business: none

New Business:

Legislative Advocate appointment: This position is responsible for informing the membership about upcoming legislation that affects academic libraries. Two members expressed interest in this position. Corbett would like them both to be involved. She will check on the possibility of having two appointees.

Dates and places of next meetings: The next meeting will be at the Edmond Public Library, on Friday, September 8, 2006 at 1:00 pm. Meet for lunch at Fuji Steakhouse at 11:30.

Friday, October 27, 2006, University of Oklahoma. Lunch beforehand at Misal's. We will meet to stuff conference packets and finalize any remaining details.

Other new business: none

The meeting adjourned at 2:30 pm.
Respectfully Submitted, Laura Teske, Secretary