

Minutes – OK-ACRL Board Meeting, January 14th, 2011
Online through Vyew, starting at 12:30 pm

Minutes submitted by Toni Hoberecht

Present: Amanda Lemon, Kiem Ta, David Oberhelman, Toni Hoberecht, Casey Ashe, Adam Brennan, Jenny Remple, Emily Brown, Hui-Fen Chang, Jason Cimock, Beth Jones, Ona Briton

1. Call to order
 - a. Amanda Lemon called the meeting to order at 12:30 pm.
2. Minutes
 - a. Minutes from the December meeting have not yet been posted, but will be soon.
3. Treasurer's report
 - a. Current statement reports a balance of \$8,034.80
 - b. Tax-exempt status
 - i. Several years ago, Kiem Ta started the process of gathering materials to file for OK-ACRL to become a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.
 - ii. The application requires current year and the previous three years of the organization's financial information.
 - iii. Kiem Ta provided a checklist of documents needed to complete the application, and hopes that the board can complete this application by the end of this semester.
4. Report from Subgroups
 - a. PASIG
 - i. No report
 - ii. Next meeting is January 28.
 - b. DSIG
 - i. No report
 - ii. Next meeting is in February.
 - c. COIL
 - i. No report
 - ii. Next meeting is in February.
5. Fall Conference Evaluations
 - a. Evaluations from Fall Conference have been distributed to the board.
 - b. Member feedback was generally positive.
 - c. The board discussed retaining lightning talks and interest group meetings for future conferences, with minor changes to format.
6. Volunteer Mentoring Program
 - a. Mentors are working actively with mentees/protégés.
 - b. Activities include job shadowing and CV review
 - c. Possibility of CV/job application workshop for mentees/protégés.
7. Membership Satisfaction Survey
 - a. Board had no objections to a member satisfaction survey
 - b. OU-Tulsa Qualtrics survey software will be used.

- c. Toni Hoberecht will draft the survey and send it for comments to board members.
 - d. Target date for sending survey to membership is February 28th.
- 8. Website Redesign
 - a. Jason Dupree will chair the subcommittee, and there will also be a member from each subgroup, as well as a board member, for a total of five on the subcommittee.
 - b. Membership for this subcommittee will be finalized by March 11.
- 9. Bylaws
 - a. The bylaws are in need of minor revision, for example, to address the requirement that there needs to be two candidates for each board vacancy.
 - b. Revisions will be made by subcommittee.
 - c. The following people volunteered to be on the bylaws subcommittee: Kiem Ta, Beth Jones, Jason Cimock, Hui-Fen Chang, David Oberhelman, and Ona Briton.
 - d. Amanda Lemon will send an email to the above to confirm their membership in this subcommittee, and to provide them with access to a working Google doc.
- 10. Group Contact
 - a. There have been problems with Yahoo groups and the Yahoo listserv as the main vehicle for group contact.
 - b. Adam Brennan proposed using the OneNet listserv software, which uses the Mailman server. We should be able to use it at no cost.
 - c. Subgroups and the membership listserv can also move to OneNet. Moderation is an option.
 - d. Fee-based software is available to extract archives from the Yahoo listserv at low cost.
 - e. Casey Ashe and Adam Brennan will work on this project. They will summarize the listserv requirements and send them to the board, and will also report on the final details of their findings at next month's board meeting.
- 11. Librarian Award
 - a. Emily Brown, Beth Jones, and possibly Casey Ashe and Sarah Clark will work on the criteria for an OK-ACRL Librarian award, and will report at the February meeting.
- 12. Member duties besides board duties
 - a. Clair Powers is currently administering the OK-ACRL Facebook page.
 - b. Amanda Lemon is currently working on the newsletter, and will create a Twitter profile.
 - c. Toni Hoberecht will assist with the newsletter and blog, and Jason Cimock will assist with the newsletter.
- 13. Joint conference with SLA
 - a. Kevin Drees from SLA contacted Amanda Lemon concerning having a face-to-face meeting in preparation for our joint conference this fall.

- b. The meeting is tentatively scheduled for February 11. Toni Hoberecht will reserve a meeting room at the 71st and Lewis Panera in Tulsa for this meeting.

14. Other

- a. There were no other agenda items.

15. Adjourn

- a. Amanda Lemon adjourned the meeting at 1:53 pm.