

## OK-ACRL “Electronic” Board Minutes

Friday, June 10th via Google Docs and email

1. Approval of May Minutes: <http://bit.ly/mSnGdr> (Board voted to approve)

### 2. Treasurer’s Report

- a. Account Balance: \$8269.52, spending since last meeting: refunded Emily \$25 for COIL posters and refunded myself \$22.54 for 250 envelopes and 40 stamps.
  - i. So far cost/project profits for COIL workshop:
    1. Cost: postage/envelope for one PO: \$0.46 + \$25 poster = \$25.46
    2. Income: 20 registered X \$15 = \$300
    3. Est. Profit: \$274.54
- b. One outstanding invoice from Fall conference 2010 (TU)
- c. Beth’s proposals (to be discussed in July)
  - i. Beth wants to start charging late fees for PO’s that are not paid within 90 days.
  - ii. Beth also wants to refuse new PO’s from any institution that still has an outstanding PO for a previous conference.
- d. COIL workshop: Draw out \$50 in petty cash for change since lots of people pay in cash (Board voted to approve)
- e. Wants to purchase small cash locking box (est. \$30)  
[http://www.amazon.com/Sparco-15500-Cash-Tray-Bill/dp/B000UE69TC/ref=sr\\_1\\_3?ie=UTF8&qid=1307364676&sr=8-3](http://www.amazon.com/Sparco-15500-Cash-Tray-Bill/dp/B000UE69TC/ref=sr_1_3?ie=UTF8&qid=1307364676&sr=8-3)  
(Board voted to approve)

### 3. Reports from Subgroups:

- a. PASIG
  - i. No report
- b. DSIG
  - ii. No report
- c. COIL

#### COIL on Wheels

- Emily Brown attended an OCALD meeting to advertise COIL on Wheels- the product had a warm reception.
- Advertising for COIL on Wheels has produced two requests:
  - SEOSU has requested a COIL on Wheels on tutorial creation.
    - Sarah Clark, Emily Brown and Clair Powers will present 7/6/2011
  - RSU has requested a COIL on Wheels on Libguides

- Clair Powers, Jason Dupree, and Hui-Fen Chang will present 7/15/2011

COIL Blog (<http://coil2007.wordpress.com/>)

- The revival of the COIL Blog has been wildly successful, seeing the highest number of hits since its creation (428 hits in May).

unCOILed 2011: Get Schooled (<http://grou.ps/uncoiled2011/home>)

- 21 attendees as of 6/6/2011
- COIL would like to purchase buttons from Cafe Press
  - <http://www.cafepress.com/make/custom-magnets>
  - 2.25" Magnet (100 pack) \$175.00 (Board voted to approve)
- COIL would like to purchase a small present for the advertising designer for COIL on Wheels and unCOILed. Requesting \$20
  - <http://etsy.me/l752gn>
- Estimated cost with shipping \$26.80 USD (Board voted to approve)
  - COIL pre-approved for following workshop costs:
    - ESTIMATE for breakfast:
      - Bagels \$55.96 (50 count)
      - Coffee \$25.18 (2 urns)
      - Juice \$29.98 (2 containers)
      - Fruit \$49.98 (Feeds 20) \*might need more
      - Estimated Total: \$161.10
    - ESTIMATE for Afternoon misc
      - Cheese Tray
      - Veggie Tray
      - Water
      - Estimated Total \$100
    - Potential added costs (includes half and half, forks, knives, etc)
      - Estimated total \$150
    - COIL Would like to be pre-approved for \$500 (Board voted to approve)

#### 4. Website Redesign Subcommittee update (Jason D.)

- a. Meeting has been scheduled for Tuesday, June 14 @ 1:00pm via Vyew for committee members.

#### 5. Chapter Reimbursement Request form (Amanda Lemon- for July meeting)

(<http://www.ala.org/ala/mgrps/divs/acrl/resources/forms/Chapter%20Reimbursemen.pdf>)

#### 6. Revisit credit card system in July (bought up in January by Amanda, re-visited by Emily in June)