

OK-ACRL Board Meeting
Friday, September 9th
Agenda, 12:30 pm
Online through Vyew

Attendees:

Jason Dupree, Amanda Lemon, Kiem Ta, Toni Hoberecht, Robin Leech, James Bierman, Susan Hahn, Jason Cimock, Hui-Fen Chang, Kevin Drees, Casey Ashe

Amanda Lemon called the joint OK-ACRL - SLA meeting to order at 12:38pm.

Fall 2011 OK-ACRL/SLA Conference

1. Sponsorship: Amanda Lemon reported on the sponsors who had already paid for their sponsorship.
2. Conference Profits: Previous discussions on SLA and OK-ACRL sharing equally in any conference profits were confirmed.
3. Conference Expenses: Treasurer Beth Jones had requested a budget spreadsheet of projected conference expenses. This will be made available to appropriate people from both organizations.
4. Presentation Proposals: A number of presentation proposals have been received. The board agreed to change the deadline for notifying presenters since some are from out of state. Board will read and vote on proposals by Friday, September 16th
 - a. Final sponsorship payments are due September 15th.
 - i. Due date for sponsor ads is Friday, October 14th. Vendors have been informed of requirements.
5. Conference Packets: Volunteers for putting together color conference packets: Robin Leech, Jason Cimock, Hui-Fen Chang, Kiem Ta, Kevin Drees. Robin Leech will coordinate this group.
 - a. Jason Cimock volunteered to price folders and stickers for folders.
6. Conference Website: A website is needed for vendor logos, registration form, directions and similar items. Amanda will coordinate with both SLA webmasters (Betsy Martens, Tom Rink, and Kiem Ta) and OK-ACRL webmaster (Jason Dupree) regarding the conference website location and logistics.
 - a. We will need to open registration for conference by Tuesday, October 4th, which is one month before the conference.
 - b. The firm deadline for all conference website information, including parking, lunch details, directions, bios, presentation blurbs, tentative agenda, is Monday, September 26th.

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7. Poster Sessions: Poster sessions proposals will be due on October 7th. The call for proposals must go out very soon. Amanda Lemon requested that board review the wording for the proposals on the Google doc supplied for this purpose.
8. Conference Catering: David Oberhelman and Kevin Drees have been discussing the conference catering. David will be directed to follow up on his proposed several suggestions for catering options throughout the day of the conference, as well as for lunch.
9. Parking Permits: Kevin Drees will verify permit costs. Permits should be available by October 14 so that they can be mailed to registrants.
10. Conference Schedule: Amanda Lemon proposed a final schedule for conference events.
11. Registration Fee: Discussion of registration fee: at a previous board meeting, the follow fee structure was proposed.
 - i. \$50 OK-ACRL member registration fee
 - ii. \$50 Registration fee + \$15 OK-ACRL Membership fee dues for January – December of 2012
 - iii. \$65 Non OK-ACRL member registration fee
12. Gifts for Speaker: A gift for the keynote speaker was discussed.
13. Next meeting: Both the OK-ACRL board and the SLA board will meet in person at Stillwater on Friday October 14.
14. Conference Hotel: The Atherton Hotel on OSU campus was suggested as the conference hotel.
15. Joint meeting adjourned.

OK-ACRL Board Meeting

1. Approval of July minutes: Minutes were approved.
2. OK-ACRL Treasurer's Report:
 - a. Treasurer Beth Jones has filed tax forms.
 - b. Current balance is \$8,903.78.
 - c. Treasurer is still working on 501 3(c) filing.
 - d. Treasurer recommended transparency in income and expenses.
3. Reports from Subgroups:
 - a. PASIG: Jenny Remple reported.
 - i. PASIG will send out a call for new officers.
 - ii. Risa White will host an online meeting in October.
 - b. DSIG : Casey Ashe reported.
 - i. DSIG magnets have been ordered.
 - ii. DSIG will be soliciting nominations for new officers.
 - iii. There will be a meeting in early October
 - c. COIL: No report.

4. Update on 2012 Elections for OK-ACRL Board
 - a. Jason Cimock reported that there has been interest in new board positions.
 - b. He requested that board members send him suggestions for president-elect.
 - c. A ballot will be complete by the end of September.
5. Updates from National ACRL: We will not be eligible for ACRL Chapter Allocations until we have completed the 501 3(c) filing process.
6. Website redesign
 - a. Jason Dupree reported that the subcommittee recommends using GoDaddy for domain registration for 10 years.
 - b. The subcommittee also recommends Bluehost for a period of one year, during which time the Board will evaluate the host's performance.
 - c. The Board approved both recommendations and associated expenses. The Treasurer will set up these purchases, so that recurring payment notices will be sent directly to the Treasurer.
7. Outstanding Service Award nominations: Amanda Lemon reminded the board that Outstanding Service Award nominations are due by Friday, September 30th. So far there have been no nominations.
8. Meeting adjourned at 2:12pm.