

Friday, October 14th

Oklahoma State University, Edmon Low Library

### Conference Planning Meeting

Present: Beth Jones, Ona Britton, Hui Fen Chang, David Oberhelman, Kevin Drees, Amanda Lemon, Robin Leech, Toni Hoberecht

1. Welcome
  - a. Meeting was called to order at 1:22 pm
2. Treasurer Update/Conference Expenses
  - a. The treasurer reported a current bank balance of \$8,815.48.
  - b. The treasurer has shared a spreadsheet with total revenues expenses and net profit for OK-ACRL.
  - c. Conference expense spreadsheet has been shared with Amanda Lemon, Kevin Drees, and Susan Hahn.
  - d. OKSLA has requested clarification on the proceeds of the conference. Costs will be split fifty-fifty, but any profits above that will be prorated per attendee affiliation, as agreed in our February meeting.
  - e. Beth Jones is sending parking permits to anyone who had an address in the conference registration form. Deadline for mailing out permits should be two weeks before conference, to allow for timely delivery to campus addresses.
  - f. Presenters will not be required to pay registration fee.
3. Presenters/Poster Sessions Update
  - a. All nine presenters have confirmed.
  - b. All seven poster submissions were approved.
4. Conference website
  - a. Jason Dupree has put up the conference website up very quickly. The board agreed that thanks were due to Jason for his excellent work.
5. Website/Registration Update
  - a. 32 are registered so far including presenters.
6. Marketing Updates
  - a. Program draft is available for review. Not all sponsors have paid or sent copy for their program ads. Amanda Lemon will follow up on those today.
  - b. Costs for a full-color conference brochure are prohibitive. Board chair will check costs for full color cover and ads, and black and white content.

- c. Cost for folders with conference stickers are reasonable, and the board authorized this expenditure.
  - d. Some supplies are leftover from previous events. Beth Jones will preprint name badges using some of these supplies, and we can use surplus labels for the conference folders.
  - e. Kevin Drees will investigate SLA badge ribbons.
  - f. Both Toni Hoberecht and Amanda Lemon will investigate sources for conference day pencils at their institutions.
7. Catering updates
- a. David Oberhelman said that catering costs would be for actual numbers served.
8. Conference day schedule
- a. Keynote speaker Dr. Sternberg will arrive at 10:15 and will begin speaking at 10:30. His talk, including the Q&A portion, will last one hour.
  - b. Amanda Lemon has given presenters their time periods. She will send the presenter schedule via email to all.
9. Parking updates
- a. Parking permits are being mailed as the registrations are made, up to two weeks before the conference. A correction to the driving direction on the website will be made
  - b. Board discussed purchasing small “garage sale” type signs to direct attendees to parking and to conference.
10. Keynote speaker gift
- a. Kevin Drees will follow up with Sternberg’s secretary to find out if a speaker’s gift is appropriate.
  - b. Suggestions for a gift include a “Made in Oklahoma” gift basket. A price of between \$50 and \$75 was considered appropriate. Ona Britton-Spears and Amanda Lemon will both price gift baskets.
11. Door prizes
- a. Board discussed and approved the following of door prizes for attendees:
    - i. Kindle Fire
    - ii. Fifty dollar gift card from Amazon
    - iii. Twenty-five dollars Starbucks card
  - b. Treasurer will purchase these.
12. Conference day details
- a. Facilities map: We need a map of the conference facilities for the website. Kevin Drees said that he has this map.

- b. Photos: Amanda Lemon will email people who might be willing to be photographers the day of the event.
  - c. Presenter introductions
    - i. Amanda Lemon will assign willing board members to introduce each presenter and to be room monitors.
    - ii. Amanda Lemon will also get bios from presenters, and ask them if they have any other needs.
    - iii. We will post all available presenter material to the website after the conference.
  - d. Wireless access: We still need wireless access information so that we can put it in the program. Amanda and Kevin will email each other concerning these details.
  - e. Conference Evaluations: There was discussion about having conference evaluations available via QR code. The link for evaluations should be available the day of the conference.
13. Conference planning portion of meeting adjourned at 2:44pm.

#### Regular OK-ACRL Board meeting

Present: Beth Jones, Ona Britton, Hui Fen Chang, David Oberhelman, Amanda Lemon, Robin Leech, Toni Hoberecht

- 1. Minutes from September OK-ACRL meeting
  - a. Minutes approved
- 2. Color palette for website
  - a. Board approved the colors that Toni Hoberecht proposed in the Google doc that was distributed to board. Toni will forward colors to Jason.
  - b. Jason Dupree's report: Website colors are being chosen. We are holding off on GoDaddy domain name registration until we complete the 501 3(c) process.
- 3. Interest groups reports
  - a. DSIG: no report.
  - b. PASIG: Beth Jones reported that PASIG met last week. The person who was set to be chair has moved to another library, so another candidate must be round.
  - c. COIL: No report. We have not yet had a report on their summer workshop.
- 4. Conference program subcommittee: This subcommittee will meet after the regular meeting.

5. 2012 Officers Ballot: There was a question as to whether there will be a paper ballot at the conference. The vote ends officially on November 4. We did provide a ballot last year.
6. Outstanding service award: Members eligible for voting discussed some practical issues regarding the selection of candidates. We will continue the process as is for this year, but the board should discuss this and clarify these issues for next year.
7. Meeting adjourned.