Minutes submitted by April Schweikhard

Present: Jason Cimock, Jason Dupree, Angela Brunk, Amanda Lemon, David Oberhelman, April Schweikhard, Hui-Fen Chang, Nicole Sump-Creathar, Frederic Murray, Kiem Ta, Beth Jones, Mike Miesenheimer

1. Call to Order
   a. Jason Cimock called the meeting to order at 12:30 pm.

2. Approval of Minutes
   a. Minutes from the December minutes were approved.

3. Treasurer’s Report
   a. Jason Cimock read Treasurer’s Report as submitted by Beth Jones.
   c. Board discussed outstanding financial matters.
   d. 501(c)3 Paperwork status
      i. PO Box: OK-ACRL in need of a permanent mailbox for documentation
         • Group approved leasing a PO Box centrally located in Oklahoma City that costs $100 per year or less.
      ii. List President or Treasurer on paperwork
         • Jason Dupree suggested the Treasurer as this position handles the majority of the paperwork and financial matters.
         • David Oberhelman suggested the Treasurer as this position holds a longer term.
      iii. Dissolution clause
         • Statement of conflict of interest needed for 501(c)3 status
• April Schweikhard volunteered to research examples of several nonprofit organizations’ conflict of interest statements.

• Board members required to complete a qualifications and duties grid.

4. Reports from Subgroups

a. COIL  
   i. No report

b. PASIG  
   i. Currently working on workshop ideas.

c. DSIG  
   i. The new DSIG website is live.
   ii. Next meeting is in early February.

5. Old Business

a. Conference loose-ends  
   i. Addressed during the Treasurer’s Report.

b. Website Redesign  
   i. A replacement for Toni Hoberecht as the Board Member representation is needed. Jason Cimock will tentatively serve as the representation. April Schweikhard will look into serving as the representation.
   
   ii. Website update from Jason Dupree: Each representative now has his or her own login and has been making edits/changes.
      - OK-ACRL: Begun making edits.
      - COIL: Finished and ready to go live.
      - DSIG: Currently live.
      - PASIG: Working on changing the template.
   
   iii. New websites are close to going live. Jason Cimock will make a formal announcement via email listservs when the websites are live.
   
   iv. Jason Dupree will explore different FTP options and bring a report at the next meeting.
6. New Business

a. Potential conference topics/speakers

   i. Topics suggested during the meeting: ADA compliancy; value of libraries; financial issues and stakeholders; rising costs; accessibility and diversity.

   ii. Conference topic, session, and speaker ideas should be emailed to Jason Cimock.

b. Conference location

   i. Tulsa will be the conference location.

   ii. Possible venues include the following: OU-Tulsa Schusterman Center, University of Tulsa, NSU Broken Arrow, OSU Tulsa.

   iii. April Schweikhard will investigate the use of the OU-Tulsa Learning Center.

   iv. Conference date will be November 2, 2012.

c. Continuation of newsletter

   i. Nicole Sump-Creathar and Angela Brunk will partner in organizing the newsletter. Jason Cimock will contribute.

   ii. First release projected for the end of February.

d. Career Planning/Preparation Workshop

   i. Testimonials from last year’s spring LIS student resume workshops were very appreciative.

   ii. April Schweikhard, Hui-Fen Chang, Frederic Murray, David Oberhelman, and Jason Cimock volunteered to work on planning a similar workshop this spring.

   iii. Group will coordinate the dates of two sessions in April with Dr. Taylor from OU SLIS.

e. Subgroup websites

   i. Discussed during Website Redesign section.
7. **Next Meeting**
   a. Friday, February 10\textsuperscript{th}, 11:30; Tulsa City-County Library Downtown branch meeting room

8. **Meeting adjourned at 1:54 pm**