Oklahoma Chapter – Association of College and Research Libraries
April 13, 2012
Guthrie Public Library – Guthrie, OK

Minutes submitted by April Schweikhard

Present: Adam Brennan, April Schweikhard, Frederic Murray, Hui-Fen Chang, Jason Cimock, Jason Dupree, Nicole Sump-Crethar, Ona Britton-Spears, Victor Baeza

1. **Call to Order**

   a. Jason Cimock called the meeting to order at 1:00 pm.

2. **Approval of Minutes**

   a. The minutes from the March meeting were approved by the board.

3. T**reasurer's Report**

   a. A full treasurer's report was not submitted. Jason Cimock reported on treasurer's notes submitted by Beth Jones.

   b. The final forms are being completed to obtain the OK-ACRL PO Box. The OK-ACRL PO Box should be finalized by the May meeting.

   c. 501(c)3 paperwork will be submitted after the PO Box is obtained.

4. **Reports from Subgroups**

   a. COIL

      i. Reported by Adam Brennan, new COIL chair.

      ii. Next meeting will be held through Vyew on Tuesday, April 24th, at 1:00 pm. Objectives of the meeting will include setting a date for the unCOILed summer workshop.

      iii. The venue for the unCOILed summer workshop is NSU-BA.

   b. PASIG

      i. No report submitted.

   c. DSIG

      i. Reported by Nicole Sump-Crethar.

ii.   Next meeting set for early May.

iii. DSIG will test a trial version of SADA as online meeting venue.

5. **Old Business**

a. Web Subcommittee Meeting Report

   i.   Reported by Jason Dupree.

   ii. The OK-ACRL and subgroup websites have been re-launched with new security measures and daily back-ups. The Web Subcommittee met on April 13th to be informed on these new security measures.

   iii. An additional security plug-in can be purchased through a monthly subscription. Jason Dupree will confirm pricing, and a proposal will be voted on through the OK-ACRL Board listserv.

   iv. The Web Subcommittee will meet online through Vyew on April 23rd to discuss domain and web hosting issues.

   v.   Adam Brennan proposed incorporating the management of the OK-ACRL email listservs into the responsibilities of the official webmaster position.

   vi. Jason Dupree will begin creating training materials for the first elected webmaster.

b. Career Planning/Preparation Workshop for University of Oklahoma School of Library and Information Studies (SLIS) students

   i.   The Career Preparation Workshop will be held Monday, April 30th, starting at 7:30 pm. Workshops will be held simultaneously on the OU Norman and Tulsa campuses.

   ii. Emails have been sent to SLIS for promotion of the workshop through the school's website and email listserv.

   iii. OK-ACRL members have volunteered to present for the Norman and the Tulsa workshops. Groups will work independently to create the content of each presentation.

c. OK-ACRL Fall Conference Venue

   i.   April Schweikhard reported on the progress of reserving University of Oklahoma-Tulsa Schusterman Center as the fall conference venue.

    ii. On account of quoted fees, the board has decided to explore other venues located in Tulsa.

    iii. Adam Brennan volunteered to check on the availability and pricing of the Tulsa Community College Southeast Campus and the Center for Creativity.

  d. OK-ACRL Newsletter

    i. The newsletter will be temporarily suspended.

    ii. Members will be encouraged to submit news and projects to be reported on the OK-ACRL website.

6. New Business

  a. Conference Speakers
    i. Jason Cimock reported on his progress contacting potential speakers discussed in previous meetings.

    ii. Based upon interest in the conference, negotiable honorarium fees, ability to speak on proposed topic, and experience working with board members and other ACRL chapters, the board has decided to pursue Joe Murphy as the fall conference speaker.

  b. Conference speaker honorarium and travel arrangements

    i. A maximum honorarium fee plus travel fees was settled by the board.

    ii. Travel arrangements for the conference speaker will include
- Flight reservations
- Hotel reservations
- Transportation to/from the airport and conference location
- Preparation of a contact list

    iii. Depending on the speaker's preferences, other arrangements might include
- Pre-conference dinner with OK-ACRL board members
- City tour

    iv. OK-ACRL of the Tulsa area will be called upon to help plan local arrangements.

  c. Next Meeting, Friday, May 11, 12:30 pm.

    i. Google Hangout will be tested as the online venue.

    ii. All attendees will need a Google+ account in order to participate.

    iii. The number of people allowed to participate will need to be confirmed.

7. Meeting adjourned at 1:57 pm.