Minutes submitted by April Schweikhard

Present: Adam Brennan, April Schweikhard, Beth Jones, Frederick Murray, Hui-Fen Chang, Jason Cimock, Ona Britton-Spears, Victor Baeza

1. Call to Order
   a. Jason Cimock called the meeting to order at 12:35 pm.

2. Approval of Minutes
   a. The minutes from the OK-ACRL September meeting were approved by the board.

3. Treasurer’s Report
   a. Submitted by Beth Jones.
   b. Current balance is $10,068.15 plus $74.04 in petty cash.
   c. Conference Update: At the time of the meeting, the conference had a total of 29 registered for a projected income of $1490. To break even, OK-ACRL needs 50 attendees.
   d. 501c3 Status: Because OK-ACRL has not filed in the past three years, the association’s tax exempt status has been initially revoked. OK-ACRL’s case is being assigned for technical review and will be updated when we have been accepted or if more information is required.

4. Reports from Subgroups
   a. COIL
      i. Reported by Adam Brennan.
      ii. COIL held its last meeting on September 20th. COIL discussed creating asynchronous tutorials. A poll selecting the top topics has been conducted.
      iii. A list of COIL officer nominees has been created. Nominees include 1) Chair, Adam Brennan, 2) Chair Elect, Kate Corbett, 3) Secretary, Allison Embry, 4) Web Administrator, Paul Stenis, and 5) Conference and Special Projects Facilitator, Tammy Thomason. As all nominees are unopposed, these officers will be announced at the OK-ACRL Fall Conference.
      iv. Next meeting will be held face-to-face in November.
b. PASIG – no report

c. DSIG – no report

5. Old Business

a. Cooperative E-Book Lending

i. Reported by April Schweikhard.

ii. The small group is planning to report back amongst each other by October 26.


i. **Keynote Speaker Travel Plans:**
   - Joe Murphy’s plane will arrive in Tulsa around 5:00 p.m. Joe will be joining the OK-ACRL board for dinner the night before the conference.
   - The board discussed a small Oklahoma themed gift to present to Joe Murphy.

ii. **Conference Agenda:** Jason Cimock submitted a conference agenda with the presentation abstracts. April Schweikhard will post the agenda to the website, and Jason Cimock will send a reminder to all of the presenters.

iii. **Sponsors:** Springer will be provider a flyer and several promotional items to include in the conference packets. EBSCO has not responded to indicate their interest in a booth at the conference. April Schweikhard will send a final reminder to the EBSCO contact.

iv. **Conference Packets:**
   - The Tulsa Chamber of Commerce will be providing 80 packets which include a bag, several Tulsa promotional items, and pens. If folders are not included in the packets, OK-ACRL will buy folders.
   - The board approved a request from Robin Leech to include a promotional flyer for the digital archive of the OSU campus newspaper.

v. **Supply Inventory:** OK-ACRL board approved a motion to purchase new name badges. Estimate price is $60 for a package of 100.

vi. **Breakfast Catering:** Bill & Ruth’s will provide the full breakfast. A complete number is needed by October 29th.
vii. **Afternoon Snack:** Nicole Sump-Crethar will arrange the afternoon snack. OK-ACRL has supplies for beverages. Adam Brennan will check into Bill & Ruth’s refreshing the coffee mid-afternoon.

viii. **Dine-around maps:**

- Dining maps are provided in the Tulsa Chamber of Commerce packets. If these maps are too extensive, Adam Brennan will create a map for the area.

- OK-ACRL board members volunteered to carpool to specific restaurants.

ix. **Building map:** A map of the floor plan is still needed. The board discussed placing signs at the two entrances.

x. **Wireless Information:** Authentication is still not required.

xi. **Door Prizes:** A Kindle Fire and (2) $25 Starbucks gift cards have been ordered as door prizes.

xii. **Name Badges:** Beth Jones will print the individual name badges.

xiii. **Elections:** Victor Baeza sent notification to OK-ACRL members of the 2013 officer candidates. Elections will be held online and sent through the OK-ACRL listserv. The bios of candidates will be posted on the webpage.

xiv. **Pre-conference dinner:** Joe Murphy will be sent a list of restaurant options.

c. **Outstanding Service Award**

i. The board received three nominations for the Outstanding Service Award. The nominations will be sent to all eligible board members. A $50 Amazon gift card has been ordered for the winner in addition to free registration at the 2013 OK-ACRL Fall Conference.

ii. As last year’s winner, Jason Dupree will receive a free registration for the 2012 conference.

6. **New Business**


i. **Conference Program:** Jason Cimock shared a draft of the conference program.

ii. **Conference Evaluations:** April Schweikhard will check into repurposing the previous year’s evaluation.
7. The next OK-ACRL meeting will be held Friday, December 14th in the Oklahoma City area. New board members will be invited.

8. Jason Cimock adjourned the meeting at 2:20 pm.