

**Oklahoma Chapter of the Association of College and Research Libraries**  
**Friday, July 11th, 2014**  
**Online meeting via Google Hangout**

Minutes submitted by Emrys Moreau.

Present: Kate Corbett, Dona Davidson, Allison Embry, Beth Jones, Robin Leech, Emrys Moreau, Andy Taylor

**1. Call to Order and Welcome**

Dona Davidson called the meeting to order at 11:24 am. (Due to technical difficulties with AnyMeeting, we switched to Google Hangouts, causing a later start than planned.)

**2. Approval of Minutes**

The June 2014 minutes were submitted and approved pending a correction to the spelling of PASIG.

**3. Treasurer's Report**

- Beth reported we have approximately \$8,128.21 in our account.
- An additional \$54.09 in petty cash has been given to Adam for use at next week's COIL conference.

**4. Reports from Subgroups**

COIL: Reported by Allison Embry

- Preparations for the conference are going well.
- Beth dropped off the name tags and petty cash with Adam.
- Currently 30 attendees have registered and many more are expected.

DSIG: Reported by Dona Davidson for Tiffany Benson

- A meeting date will be set by Tiffany.

PASIG: Reported by Dona Davidson

- Dona is waiting on a report from Victor.

**5. Old Business**

Nominations: Reported by Dona Davidson

- Nicole is working on nominations for next year.

Birthday Cards: Reported by Emrys Moreau

- The Hallmark card system is being used and is working. All birthdays up to the end of August are in the system, and Emrys will go ahead and add the remaining birthdays.

Past Officers: Reported by Dona Davidson

- David Oberhelman has postponed his work on compiling a list of all OK-ACRL officers since our organization's start in 1983. He expects to resume in late summer, and we should expect an update in September.

Outstanding OK-ACRL Member: Reported by Kate Corbett

- Kate emailed a draft of what will be on our site and asked for feedback.
- The group agreed that a plaque is preferable to a gift card.
- Kate will email the final copy to Dona, who will review and then send on to Robin to be posted online.

Web Pages: Reported by Robin Leech

- Our site is up-to-date! The old PO box address has been removed, the minutes are current until June, the new bylaws are posted, information about our conference has been posted, and the site has been cleaned up.
- Nicole is working on the COIL pages.

Facebook: Reported by Emrys Moreau

- Emrys will be posting the "Get to Know Us" features weekly on our Facebook page.
- She will investigate how to get more exposure for our posts. Beth noted that there is a place to opt to receive notifications, so Emrys will send out a reminder about that.

Student Subgroup: Reported by Andy Taylor

- Andy is awaiting a return phone call from CeCe Brown.
- At this time, the location for meetings is not set.

"Get to know us": Reported by Emrys Moreau

- Emrys will send a reminder email to those who have not yet answered the questions and/or have not submitted a photo.

ACRL Chapter Annual Reports: Reported by Dona Davidson

- Dona is working on the completion.

Wiki: Reported by Andy Taylor

- Andy will be working on gathering information on this.

## **6. New Business**

Digitalization of "old" newsletters: Reported by Dona Davidson

- This will be a new project.
- Robin will add the digitized materials and the list of past board members to our website.

## 7. Conference Business

Food: Reported by Dona Davidson

- The food arrangements have been changed. Dona and Allison will work on the new arrangements after July 18<sup>th</sup>.

Speakers: Reported by Dona Davidson

- Dona asked for feedback on paying an honorarium and providing lunch to our two afternoon speakers. The group was in agreement that we should pay each afternoon speaker a \$100 honorarium, pay for their lunch at the conference.
- Dona asked for feedback on paying for dinner for guests the night before the conference. The group was in agreement that if the OSU-Okmulgee-based speaker attends the pre-conference dinner, we should pay for their meal. The group also agreed to pay for OSU-Okmulgee librarian Jenny's meal if she attends.

Save the Date: Reported by Dona Davidson

- We need an 8½ x 11 save-the-date flyer to be inserted into the COIL conference folders. Emrys volunteered to do this, and she will email the flyer design to Dona to be printed out.

Conference Title: *L<sup>3</sup>: Libraries, Leadership & Learning*: Reported by Dona Davidson

- The conference title has been selected.

Posters: Reported by Dona Davidson

- Dona will work on sorting out specifics for the posters.

Hotels: Reported by Dona Davidson

- The hotel in Muskogee has been arranged. It is possibly a Holiday Inn, and the rate will be \$83 per-night.

Tour of Facility and Eat at One of the Restaurants: Reported by Dona Davidson

- Dona and Nicole will be going to Muskogee on a scout visit. Anyone who would like to go should contact either Dona or Nicole.

Creation of Conference Evaluation Form: Reported by Dona Davidson

- Previous surveys were created by Toni Hoberecht using Qualtrics. Beth will find out if she has access to Qualtrics.

## 8. Announcements

Next meeting:

- Our next meeting will be held online on September 12<sup>th</sup>.

Kudos:

- Andy recognized Allison for her hard work on the COIL conference.

## **9. Adjournment**

Dona Davidson adjourned the meeting at 12:01 pm.