

**Oklahoma Chapter of the Association of College and Research Libraries
Friday, September 12th, 2014
Chambers Library, University of Central Oklahoma, Edmond**

Minutes submitted by Emrys Moreau.

Present: Kate Corbett, Dona Davidson, Beth Jones, Katie King, Emrys Moreau, Andy Taylor

1. Call to Order and Welcome

Dona Davidson called the meeting to order at 12:58 pm.

2. Approval of Minutes

The July 2014 minutes were submitted and approved per a motion by Kate which was seconded by Beth.

3. Treasurer's Report

- Beth reported we have \$8,961.03 in our account.

4. Reports from Subgroups

COIL: Allison Embry was not present and there was no report.

DSIG: Tiffany Benson was not present and there was no report.

PASIG: Victor Baeza was not present and there was no report.

5. Old Business

Nominations: Reported by Dona Davidson

- The nominations are full with the exceptions of vice president/president-elect and treasurer.

Birthday Cards: Reported by Emrys Moreau

- The birthday cards are scheduled through the end of December.

Past Officers: Reported by Dona Davidson

- Kate volunteered to be in charge of adding gold stars to the conference badges of previous officers upon check-in at the desk.

Outstanding OK-ACRL Member: Reported by Kate Corbett

- Kate will check with Midwest Trophy to see if we can order the plaque online.
- 2-3 weeks advance notice should be fine.
- Dona will contact Amanda and Jason about previous nominations.

Web Pages: Reported by Beth Jones

- Pages have been updated to reflect the change in speakers.

- The conference page now has a registration page and links.
- Beth will add information about credit cards not being accepted for payment (the fees are too steep).
- The entry fee will be \$65 for regular registrants and \$25 for students.
- If we have 30 registrants at the regular rate, we will earn \$1,000.
- We may need to absorb the cost of a night of hotel and food for Ann Campion Riley if she decides to stay a night in Tulsa.
- All speakers will be provided with lunch at no cost to them.
- Advertising can be done via email to directors, Facebook, the OCOLL list, and Kansas and Texas associations.
- Beth will ask Sherri if we can advertise through OLA.
- Beth will send conference information to her fellow UNT students.

Facebook: Reported by Emrys Moreau

- Our number of likes continue to increase and our posts are getting more views.

ACRL Chapter Annual Reports: Reported by Dona Davidson

- Dona has submitted the reports.

Wiki: Reported by Andy Taylor

- PBworks is easy for uploading documents, videos, etc. 50 MB of storage is free, or 100 GB is available for \$1,000 per-year.
- Beth recommended that we go with the free PB Works option, with final storage hosted on BlueHost (where our WordPress is installed). All were in favor.
- Andy will set up PBworks this weekend.
- Our okacrl@gmail.com account should be an administrative account. The website emails are currently going to Dona's email. The last person known to have access to the Gmail account is Jason Cimock.

Student Subgroup: Reported by Andy Taylor

- Andy spoke with Josh Davis and the request for the group is going to Lee Wilson.
- Andy asked OU MLIS student Lexi/y to be the liaison and she agreed.
- There may be a low-return on investment in a student group because attendance and participation of OU MLIS students is traditionally very low.
- Dona will look at changing the bylaws to add a student board member at-large.
- Kate will email ACRL chapters in other states to find out how what they do regarding student involvement.

6. New Business

Digitalization of “old” newsletters: Reported by Dona Davidson

- David Oberhelman and Nicole Sump-Crethar will work on this project next year.

7. Conference Business

Wednesday night: Reported by Dona Davidson

- Nicole and Dona will arrive on Wednesday and stay at the guest house on campus.
- Rooms are available at the Holiday Inn at \$83/night. Beth will add the reservation special rate deadline to the website.
- Dona will drive Ann to Okmulgee from the Tulsa airport if needed.
- Dinner Wednesday night will be at the Okmulgee Country Club and it will be approximately \$12 per-person. All the speakers have been invited. Dona can pay by credit card and then get a reimbursement check from Beth.

Dinner/Food: Reported by Dona Davidson

- Dona and Allison are working on arrangements for food.
- OSUIT culinary school staff need to know the amounts to prepare, so our numbers need to be close. We will probably overestimate by 4-5.
- Lunch is a set \$10 per-person.
- Dona is checking on breakfast foods and snacks in the morning.
- If we do not have morning foods, someone will need to ensure Ann has breakfast. We could take her to the on-campus breakfast or we could create a pre-packaged breakfast basket for approximately \$10.

Folders: Reported by Dona Davidson

- Nicole is coordinating these. They will include the agenda, information about the speakers, lined paper, and handouts from the sessions and speakers.

Speakers: Reported by Dona Davidson

- Robin volunteered to take Ann to the Tulsa airport if Ann prefers to leave that afternoon.
- The True Colors presenter has a booklet that she will buy and we can reimburse. The estimate is 70 booklets at less than \$2. If they are more than \$2, Dona will email us.

Posters: Reported by Dona Davidson

- There will be a ½ circle area for posters and registration.
- Dona will send out the call for posters on Monday or Tuesday. The deadline will be October 7th, then we will have 1 week to decide.

Registration: Reported by Dona Davidson

- Melissa Huffman has free entry, but she must register.

- All board members must register.
- Beth will remove the True Colors option on the registration form as the revised schedule will allow for attendance at all three presentations.

Agenda: Reported by Dona Davidson

- The agenda was discussed and revised.
- Dona is waiting on topic information from Ann.

Location: Reported by Dona Davidson

- The conference will be held at the Reynolds Building. It has three rooms that can be kept separate or combined to one large room.
- Tables will be staggered so all can see the back of the room. Refreshments can be placed in the 3rd room.
- There will be 12 tables and 58 chairs.

Parking: Reported by Dona Davidson

- All parking is free except the student union. Visitor's parking is short-term only and is not free, so do not park in it.

Conference Evaluation Form: Reported by Dona Davidson

- Toni Hoberecht gave the form information to Dona. Toni will post the form.

8. Announcements

Next meeting:

- Our next meeting will be held at Langston in Guthrie on October 29th.

Final annual meeting:

- The last day of school for most is December 12th. We will likely meet in Stillwater in December for the hand-off meeting to welcome the new board members.

9. Adjournment

Dona Davidson adjourned the meeting at 2:55 pm.