

Oklahoma Chapter of the Association of College and Research Libraries
Wednesday, October 29th, 2014
G. Lamar Harrison Library, Langston University, Langston

Minutes submitted by Emrys Moreau. Corrected By Matt Upson, 1/13/15

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

1. Call to Order and Welcome

Dona Davidson called the meeting to order at 1:10 pm.

2. Approval of Minutes

The September 2014 minutes were submitted and approved, with four recommended changes, per a motion by Kate which was seconded by Beth.

3. Treasurer's Report

- Beth reported we have \$8,811.07 in our account.
- We have spent approximately \$100 on conference supplies.

4. Reports from Subgroups

COIL: Reported by Allison Embry.

- There will be a free LibGuides workshop at OU on November 14th.
- There are still 5 spots available.
- Breakfast, lunch, and parking are all free.

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

PASIG: Victor Baeza was not present and there was no report. There has not been any activity in this group for some time.

5. Old Business

Nominations: Reported by Dona Davidson

- The ballot will be sent out the Monday of the conference week.
- The draft has photos of the candidates.

Past Officers: Reported by Dona Davidson, Kate Corbett, and Andy Taylor

- The list of officers has been updated and can be sorted either alphabetically or by year.
- Past officers will be recognized at the conference.
- Kate brought the sign.
- Andy will staff the table and Allison will help as she can so that we can make sure we acknowledge our past officers upon check-in.

Outstanding OK-ACRL Member: Reported by Kate Corbett

- Dona contacted previous board members regarding the previous outstanding member awards.
- Kate showed us the award which she ordered and it is being shipped to Dona's home.

Web Pages: Reported by Beth Jones

- The pages are current and people have been registering for the conference without problems.

Facebook: Reported by Emrys Moreau

- Emrys has been posting and we have had an increase in likes on our posts.

Wiki: Tabled.

Student Subgroup: Tabled.

6. Conference Business

Wednesday night: Reported by Dona Davidson

- Dona, Nicole, Ann, Mary Graves, and Jenny Duncan will have dinner Wednesday night at the Okmulgee Country Club at 6:00 pm. The country club is located 5 minutes from campus.

Dinner/Food: Reported by Dona Davidson

- Dona will pick up Ann at the airport on Wednesday and take her to lunch in Tulsa before driving to Okmulgee.
- Ann is agreeable to having continental breakfast with us the morning of the conference.
- Allison and Beth confirmed that lunch will be served at 11:30 am and we will have lemonade in the afternoon.

Folders: Reported by Dona Davidson

- Dona delivered folders with pencils to Nicole.
- OSU-Stillwater student workers will be compiling arranging the folder contents.

Speakers: Reported by Dona Davidson

- Ann is arriving at 11:25 am on Wednesday and departing at 8:00 am on Friday.
- Ann needs a hotel close to the Tulsa airport for Thursday night. If the hotel cost is over ACRL's budget, we might pay from our account.
- Beth will verify the spellings of the speakers' name tags.
- We are waiting on handouts and biographies of two speakers.
- Jennifer will use her own compiled materials for the True Colors presentation.
- Beth will write checks to 2 of our speakers.

Posters: Reported by Dona Davidson

- Dona has notified the authors of the four submitted posters that their proposals have been accepted.
- Posters will be set up to the side of the conference room.

Registration: Reported by Beth Jones

- There are currently 47 people registered for the conference.
- Beth will send all registrants an email on November 1st detailing locations, parking, and other details.
- Beth will help at the registration table and she will direct former board members to Andy.

Agenda: Reported by Dona Davidson

- Dona is waiting on final topic information from Ann. She was able to get a paragraph on Friday.

Location: Reported by Dona Davidson

- The conference will be held in the Student Union.
- Parking is available close to the building. We can park any place except short-term parking.
- There will be square tables with three people per-table set out so no one has their back to the speakers. The tables normally have four chairs, so we will remove the fourth chair on Wednesday or Thursday morning during set up.
- We can begin set-up any time after 2:30 pm on Wednesday. If it is not already cleaned up from a luncheon scheduled on the 5th, we should go to the cafeteria and let them know we need to set up and they will remove the luncheon items.

Prizes: Reported by Dona Davidson, Beth Jones, and Emrys Moreau

- This year's prizes are one \$50 Amazon gift card and two webcams.
- The prizes will be awarded via a non-ticket method that has been arranged by Dona and Nicole.

Conference Evaluation Form: Reported by Dona Davidson

- Toni Hoberecht has completed the form.
- Beth will send Toni a list of registrants and Toni will email the form link to them.

Presentation Notes/Recaps: Reported by Dona Davidson

- Nicole, Emrys, and Megan volunteered to take notes during the presentations.

Assistance: Reported by Dona Davidson

- All officers and board members should show up early and help in any way needed.

- Dona plans to take off Wednesday afternoon to handle last-minute details.
- Dona will send out cell phone numbers soon to everyone. Please ensure your numbers are updated in the online spreadsheet.

7. Announcements

Next meeting:

- Our next meeting will be held at the OSU-Stillwater library and lunch will likely be at Brooklyn's Contemporary Comfort Food at 11:30 am.
- If we are unable to meet on December 12th, we will meet in January.

8. Adjournment

Dona Davidson adjourned the meeting at 2:13 pm.

