

**Oklahoma Chapter of the Association of College and Research Libraries**  
**Friday, August 7, 2015**  
**Join.me online meeting**

Minutes submitted by Matt Upson.

Present: Sarah Clark, Kate Corbett, Dona Davidson, Megan Donald, Beth Jones, Steve Locy, Nicole Sump-Crethar, Andy Taylor, Matt Upson

- Call to Order
  - Nicole Sump-Crethar called the meeting to order at 2:15 pm
- Approval of minutes
  - The May 2015 minutes were submitted and approved with no changes.  
Motion – Andy; Kate seconds
- Reports
  - Treasurer – Emrys Moreau
    - Emrys not present
    - See report at end of minutes
    - non-financial notes:
      - Matt, Beth, and Sarah offered to post to Facebook
      - Birthday cards – agree to continue birthday cards? Sending e-cards. Will continue. Dona can help if Emrys needs.
      - AMIGOS – Sarah – if we allow vendors, we need to set some policies regarding. Beth - thinks that listservs can be a way to voice concern on vendors. Nicole – maybe if vendors are on, they could help? Should we ask members if they're OK with vendors being on the list? Group agrees.
  - Webmaster – Beth Jones
    - OK-ACRL website updates- reports from conference. Requests keywords for SEO on website to help it come up in searches.
  - DSIG
    - Tiffany sent email on DSIG update. They met within the past few months.
  - COIL - Megan Donald
    - July was busy. UNCOILED on July 17 and a success with 57 attendees,;highest on record. Made \$282 in profit. Working on COIL website now that Beth has made it look more like OK-ACRL site. Sarah Burkhead Whittle taking over COIL soon.
- Conference
  - Call for proposals – Tuesday of Labor Day week? Submissions with a tech focus will be prioritized. Nicole will put up a Google Doc and share with everyone for a call.
  - Poster presentation – CeCe brown judging? Andy in charge of posters.
  - Logistics – food options – spaghetti warehouse, TGs catering? Jason's Deli? Beth- sponsorship money can offset some costs. Jason's Deli can help set up break times, as well?

- Hotel rooms – Dona will check on Sand Springs hotel for cheaper options. Nicole – need to find a hotel that won't charge us if we don't fill and don't cancel. Nicole will make some calls. Beth – suggested that we offer to recommend hotel to our attendees if they set aside a block
  - Door prizes – Kate will investigate. Speakers may have registration waived.
- New Business
  - PASIG? Tabled.
- Old Business
  - Dona – elections? Let Sarah know. Kate's term is overdue, Andy's is up. Two at large, Secretary, chair-elect are up for election.
  - Continue the outstanding service award? Ask for nominations from everyone and the board decides. Two letters in addition to the nominator. Nominator should send all three letters to board. Dona will send out call. Beth – board members can nominate but will be excluded from voting later.info on website.
  - Andy – will take over archivist. Wants to see what is needed to get archives and start getting them digitized. Nicole will deliver at fall conference.
- Motion to Adjourn – Steve; Dona seconds. Adjourned at 2:52 pm.

## OK-ACRL Treasurer's Report

2015/08/07

Submitted by Emrys Moreau

### Accounts

*Current amounts and information as of 2015-08-03*

Checking account balance = \$10,930.54

Beginning balance for last report on 2015-05-21 = \$9,819.67

Deposits = \$1,584.68

- 2015/07/24 – \$274.09  
*\$270.00 cash and checks from unCOILed + \$4.09 in change from cash box*
- 2015/07/27 - \$1,310.59  
*Transfer from PayPal account*

Withdrawals = \$473.81

- 2015/06/02 – Bank payment – \$230.74  
*Paid to Security Bank Card Visa for total balance due (multiple purchases)*
- 2015/06/26 – Bank payment – \$9.95  
*Paid to Security Bank Card Visa for total balance due for BlueHost purchase*
- 2015/07/07 – Bank payment – \$48.24  
*Paid to Security Bank Card Visa for total balance due for Amazon purchase*
- 2015/08/03 – \$184.88  
*Paid to Security Bank Card Visa for total balance due for Jason's Deli purchase*

Cash box balance (*not included in budget*) = \$70.00

Credit card balance = \$0.00

Credit card spending limit = \$3,000.00

PayPal account balance = \$87.72 (being transferred to our checking, will be complete in 2-3 days)

***After the PayPal transfer completes and the outstanding invoices are paid, we will have \$11,238.26 in our checking account.***

### Outstanding Invoices

Total amount of unpaid invoices = \$220.00

All are invoiced and awaiting payment except for OSU-Tulsa as I am waiting on information from them.

- ECU – registration fees for 3 to attend unCOILed - \$30.00
- OUSLIS – registration fees for 3 to attend unCOILed - \$30.00
- OUSLIS – reimbursement for payment to Jason's Deli for unCOILed - \$150.00
- OU-Tulsa – registration fee for 1 to attend unCOILed - \$10.00

### Purchases

- Amazon.com purchase of \$114.00 for Kindle Fire, unCOILed 2015 raffle prize
- Target purchase of \$80.00 for 4 \$20.00 Starbucks gift cards, unCOILed presenter gifts
- Bluehost purchase of \$9.95 for a 1-year renewal of our domain registration (expires 2016-06-17)

- Amazon.com purchase of \$48.24 for 100 clip-on name badges to be used for unCOILed and reused for annual conference
- Jason's Deli purchase of \$34.88 for refreshments served at unCOILed 2015 (total charged was \$184.88, of which OUSLIS is reimbursing us \$150.00)

### **unCOILed Conference 2015 Accounting**

Brava, Megan, for a great conference! 😊

- Attendance:  
Total registrations = 68  
Total cancellations = 5  
Total no-shows = 7  
Total paying attendees = 53  
Total comped attendees = 4  
**Total attendees = 57**
- Finances:  
Registration fees = \$521.22  
Expenses = \$228.88  
**Profit = \$292.34**

### **Activities**

- PayPal – The PayPal Compliance office has granted us non-profit status, so our website transaction fees are now a smidge less.
- ACRL Reimbursement – The chapter reimbursement for membership request is due to ACRL by August 15<sup>th</sup>, so I will complete it this week.

### **Annual Conference 2015**

We have 3 paid-in-full sponsors:

EBSCO – silver, \$500.00

Elsevier – bronze, \$250.00

Ex Libris – silver, \$500.00

***After PayPal fees, our net amount received is \$1216.35.***

I have received all materials (a logo, ad, and two sets of flyers @ 100 count each) from EBSCO.

I have received all materials (a logo and ad) from Elsevier.

I have received a logo from Ex Libris.

### **Non-financial Notes**

- Does anyone else want to take over posting on our Facebook page?
- It's time to restart the birthday cards. Do we want to continue on with this?
- Carmen Cowick at Amigos has requested to be added to our mailing list. She's a Collections Care Specialist with no ties to Oklahoma that I could find. Do we want to add vendors to our mailing list or decline them?