

Oklahoma Chapter of the Association of College and Research Libraries
Friday, Sept. 11, 2015
Join.me online meeting

Minutes submitted by Matt Upson

Present: Sarah Clark, Megan Donald, Beth Jones, Emrys Moreau, Nicole Sump-Crethar, Andy Taylor, Matt Upson

- Call to order
 - Nicole Sump-Crethar called the meeting to order at 2:07 pm
- Approval of Minutes
 - August 2015 minutes were submitted and approved with no changes.
Motion – Andy; Beth seconds.
- Reports
- COIL – Megan Donald
 - Megan lined up the last 3 COIL meetings for 2015
 - Oct. 2 at TU law school – how to conduct law research
 - Nov 13 at UCO – topic TBD
 - Dec. 11 at Tulsa Main Event - bowling and social gathering
 - Sarah incoming pres. Chair elect – Cinthya Ippoliti
- DSIG – Tiffany not present
- Webmaster – Beth Jones
 - Beth will look into getting previous conference reports on OK-ACRL website.
 - Nicole will communicate via the listserv to see how members feel about having vendors on listserv.
- Treasurer – Emrys Moreau
 - See report at end of minutes
 - “Nice” amount of money in checking account.
 - Emrys will double check on reimbursement report.
 - In touch with Ex Libris about getting flyers for conference.
 - Flights for Rachel (conference speaker) will be booked.
 - Hotel for Rachel – Doubletree looks like best deal.
 - Nicole – let’s book Rachel’s room and try to get a block of rooms at Doubletree
 - Helping post on Facebook – Beth, Sarah, Matt can post. Emrys will give permissions.
 - Birthday cards – Emrys will get started next week

- Conference
 - Call for proposals not out yet. Get a Google Doc out soon. Nicole will send it to everyone and we can edit it.
 - Andy is still good to cover posters.
 - We'll get proposal form out through listserv, SLIS list, website, OLA. Nicole will get everyone to coordinate the call and where info is being sent out.
 - Nicole will check with Dona on food and Kate on door prizes.
 - Registration costs - \$65 – part for door prizes and part for food.
 - Registration to be posted online on October 1.
 - Incidentals? Need folders, Sarah may be able to get some from RSU. Will try to get around 70.
 - Vendors – 2 flyers from EBSCO, ExLibris has 2 flyers. Can stuff folders the morning of.
 - Nicole can print agendas. Add some scrap paper. Pens? Beth- should we order more stuff? Nicole – we should be able to find some items to put in folders.
 - Nametags – Emrys can order some more to match what is left over from COIL.
 - Who is ordering raffle gifts? Kate should be looking into this. Emrys will email Kate directly. Kindle Fire? Some lesser prizes, as well.
 - Andy – question on posters. Cece brown a judge? Maybe have Cece select winner and have attendees select one, as well. What about acceptance of proposals? Only review if we have a large # of proposals. Andy will Contact CeCe on Monday.
- Outstanding Service Award – Any nominations yet? Nicole will contact Dona.
- Officer Elections - Sarah working on recruiting interested in OK-ACRL officers. Contact Sarah if you know someone who is interested.
 - Timeline for election? Last 2 weeks running into conference. Announce at conference. Online election.
- Meet in person at event venue next month? Nicole will look into it. Next meeting Oct. 8 in Tulsa, lunch and meet after.
- Motion to adjourn – Emrys; Andy seconds. Adjourned at 2:42 pm

OK-ACRL Treasurer's Report

2015/09/11

Submitted by Emrys Moreau

Accounts

Current amounts and information as of 2015-09-11

Checking account balance = \$11,198.26

Beginning balance for last report on 2015-08-07 = \$10,930.54

Deposits = \$267.72

- 2015/08/04 – \$87.72 transfer from PayPal account
- 2015/09/04 – \$180.00
 - \$150.00 check from OU to reimburse for afternoon snacks at unCOILed*
 - \$30.00 check from ECU for 3 registrations at unCOILed*

Withdrawals = \$0.00

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

Credit card balance = \$0.00

Credit card spending limit = \$3,000.00

PayPal account balance = \$0.00

Outstanding Invoices

Total amount of unpaid invoices = \$40.00

All are invoiced and awaiting payment.

- OUSLIS – registration fees for 3 to attend unCOILed - \$30.00
- OSU-Tulsa – registration fee for 1 to attend unCOILed - \$10.00

Purchases

- None since last report.

Activities

- ACRL Reimbursement – The chapter reimbursement for membership was completed last year.

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. Their director of marketing is sending me the flyers by the end of this month.

ACTION ITEM → Rachel Vacek has preferred flights that (at the time of her request) were \$251 (plus taxes and fees). Is it okay for me to go ahead and book these for her?

Arrival – 3:45 pm on 05 November

Departure – 7:35 pm on 06 November

ACTION ITEM → What hotel should I book for Rachel? Doubletree Downtown has good online rates right now. Are there others that are closer to OSU-Tulsa?

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?