Oklahoma Chapter of the Association of College and Research Libraries  
Thursday, October 8, 2015  
Meeting held at OSU Tulsa Library  

Minutes submitted by Matt Upson  

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

- Call to Order  
  o Nicole Sump-Crethar called the meeting to order at 12:39 pm  

- Approval of Minutes  
  o Sept. 2015 minutes were submitted and approved with no changes. Motion – Steve; Beth seconds.  

- Reports  
  o Treasurer- Emrys not present (See report at end of minutes).  
    - OU SLIS will be providing $250 to conference. Andy has informed Emrys of this.  
    - Beth – should we order another Kindle Fire as door prize? We’ll ask Emrys to order another Kindle Firel Beth seconds. Passed.  
    - Emrys will be printing nametags.  

- Conference  
  o Nicole reserved a block of 5 rooms at Holiday Inn Tulsa City Center. She will check on if we can get the room discount for a larger block even if there aren’t that many people booking rooms? Can start reserving rooms on Oct. 9. Parking garage costs 7 a day. Shuttle will run to OSU Tulsa for free.  
  o Nicole spoke with Rachel about her keynote and presentation.  
  o Will have 3 rooms and the large room for presentations. 3 breakout sessions.  
  o Schedule:  
    - 9-930 registration  
    - 930-945 intro/welcome  
    - 945-1045 keynote  
    - 1045 -11 break  
    - 11-12 breakout 1  
    - 12-1 lunch  
    - 1-130 posters  
    - 130-230 breakout 2  
    - 230 break  

Motion: Sarah moves to order another Kindle Firel Beth seconds. Passed.
- 245-345 breakout 3
- 345-415 wrap-up, outstanding service award, prizes, etc.

- Voting – day of voting? Worry about duplicate voting? Continue to compile slate of candidates.
- Dona – will go to Spaghetti Warehouse and speak with them directly. Jason’s Deli backup. We will bring in simple breakfast goodies
- May have people bring ice chests and ice. Need to be at site between 7 and 730 morning of conference. Will get juggled tea. Nicole will bring urn with tea and Emrys and Beth will get coffee.
- Beth – what version of office is on the computer stations in the breakout rooms?
- Discussion about presenters for conference.
  - Nicole will contact presenters about times, institutional affiliation, and equipment needs. Beth will put up the barebones schedule on the website.
  - Rachel arrives midafternoon on Thursday, Nov. 5. Nicole, Beth, Sarah, Andy will meet for dinner, maybe Dona at 6 pm. Will go to Utica Square. Wild Fork, PF Changes, Queenies are options.
- Nicole will print off agendas.
- We will stuff folders the morning of conference.
- Board members will bring some easels for poster sessions. Tables are needed for tabletop easels. Will ask Emrys if we can order a couple more easels.
- Posters could go near registration or near where we eat, if we want to integrate with lunch.
- Tickets for prizes. Megan has them for COIL. Nicole will email her.

- Break to look at various conference spaces at OSU Tulsa. 1:39pm
- Returned at 2:07pm
- Conference
  - Poster deadline extended to Oct. 23. Andy will send out to OLA.
  - Impromptu meeting week before conference? Maybe just a quick email to double check that we’re on top of things. Email Oct. 30 to check in.
- Steve moves to adjourn; Dona seconds.
  - Adjourned – 2:15pm
OK-ACRL Treasurer’s Report
2015/10/08
Submitted by Emrys Moreau

Accounts
Current amounts and information as of 2015-10-07
Checking account balance = $10,681.89
   Beginning balance for last report on 2015-09-11 = $11,198.26
   Deposits = $0.00
   Withdrawals = $516.37 for payment of balance due on credit card – 2015-10-07
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*
* There was a check mailed to Beth that is likely OSU-Tulsa’s payment

Purchases
   • 2015-09-14 – Southwestern Airlines : Airfare for conference speaker = $280.00
   • 2015/09/17 – Amazon : webcam for conference door prize = $33.69
   • 2015/09/21 – Amazon : name tags for conference = $37.69
   • 2015/09/30 – Amazon : Kindle Fire for conference door prize = $164.99
   • I will be purchasing 1 gift card to Barnes & Noble and 3 gift cards to Starbucks as additional door prizes. B&N = $25 / Starbucks = $15/each. Total for gift cards = $70.00

Annual Conference 2015

INCOME
Total sponsorship money (net after PayPal fees) = $1,466.35 (EBSCO, Elsevier, Ex Libris, OU SLIS)
Registration as of 2015/10/07 = 4 @ $65.00 = $260.00
TOTAL ANTICIPATED INCOME = $1,726.35
TOTAL COLLECTED INCOME = $1,216.35

EXPENSES
Guest speaker = $1,142.38 ($750 honorarium + flight + hotel /costs do not include meals or incidentals)
General supplies = $37.69
Door prizes = $268.68
TOTAL EXPENSES = $1,448.75

PLANNING & LOGISTICS
Rachel's flight information:
Arrival to Tulsa – 3:45 pm on 05 November
Departure from Tulsa – 7:35 pm on 06 November

Rachel's hotel information:
I reserved a room at the Doubletree Downtown for the night of 05 November.
The total room cost will be $112.38

I have the name tags and will be responsible for printing them.

I received the flyers from Ex Libris today

Non-financial Notes
• The birthday cards have been restarted and are being sent out.