

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
 - Nicole Sump-Crethar called the meeting to order at 12:39 pm
- Approval of Minutes
 - Sept. 2015 minutes were submitted and approved with no changes.
Motion – Steve; Beth seconds.
- Reports
 - 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 one. **Motion:** Sarah moves to order another Kindle Firel Beth seconds. Passed.
 - Emrys will be printing nametags.
- Conference
 - 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.
 - Nicole spoke with Rachel about her keynote and presentation.
 - Will have 3 rooms and the large room for presentations. 3 breakout sessions.
 - 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

- 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 jugged 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.