

Oklahoma Chapter of the Association of College and Research Libraries
Friday, June 17, 2016
online via Zoom

Minutes submitted by Whitney Vitale

Present: Sarah Clark, Elizabeth Jones, Steve Locy, Whitney Vitale, Karl G. Siewert, Megan Donald, Jennifer Donner, Emrys Moreau, Nicole Sump-Crethar.

1. Call to Order

Sarah Clark called the meeting to order at 10:34 am.

2. Approval of Minutes

The May meeting minutes were submitted for approval. Elizabeth Jones noted that the big three sponsors of last year's OK-ACRL conference were not listed accurately in the minutes. The three major sponsors should be listed as EBSCO, Ex Libris and Elsevier. OU SLIS did help to sponsor lunch at the conference and Impulse Creations was also a sponsor. Whitney Vitale will make those changes. Motion to approve the minutes with changes was made by Sarah Clark and seconded by Elizabeth Jones. Motion passed

3. Reports

a. Treasurer's Report (Emrys Moreau)

The treasurer's report was distributed earlier to board members via the listserv. Emrys reported that there were registrations coming in for the unCOILed conference. She is anticipating an income of at least \$416.82. Some have paid in advance via PayPal, so we already have \$71.85 of that.

We still have a positive credit balance of \$93.38. That is a credit from the promo items that did not arrive on time.

Emrys asked if the board want to give out our promo items, monitor mirrors and notebook and pen sets, at unCOILed? There are many notebook and pens sets, since we didn't get them in time for OLA. Emrys will be happy to bring those to the workshop. All agreed to the idea.

Emrys will use the credit balance for some of the expenditures for unCOILed, such as the door prizes.

The OLA check did get cashed.

b. Interest Group Reports

DSIG: No report.

COIL (Megan Donald):

Megan Donald gave the COIL report for Sarah Whittle, who was absent. Sarah wants to thank Cinthya Ippoliti, Megan Donald, and Emrys Moreau for all of their work with the unCOILed planning. Things are going very well and are on schedule.

Eight proposals were submitted for breakout sessions. Sarah Whittle and Cinthya Ippoliti reviewed and accepted all 8. There are a total of 10 speakers. The unCOILed program is online. It seems like a very exciting program. The newly designed agenda is composed of 8, 30-minute mini-sessions so that there will not be conflicting time slots. Everyone can attend all of the sessions.

The guest speakers for unCOILed are from the New Literacies Alliance out of Kansas State. They are Joelle Pitts, Sarah Kearns and Heather Collins. The speakers' bios are posted on the unCOILed website.

The registration opened on June 6th and so far, there are around 28 attendees registered. We are hoping for more.

Sarah is working with Emrys on ordering the door prizes and food using the chapter credit card. Does anyone know where the raffle ticket roll is? Whitney has the roll in her office at OSU and will pass them along to Steve or Cinthya.

Steve asked for clarification about the way that lunch is scheduled on the agenda. The agenda shows that there are presentations scheduled during the lunch timeslot. Is this correct? Megan confirmed that this is correct and that the sessions will take place over lunch.

PASIG: No report.

4. Old Business

a. Update on OK-ACRL Conference Planning (Sarah Clark)

- i. Rose State College is set as the venue for the conference. The date will be November 11th and the keynote speaker, Arta Kabashi from Proquest is set. The tentative theme, Back to Basics: Diving Deep into Patron Service and Public Services, is still up for debate. What do people think? All in attendance approved of the conference theme.
- ii. Vote to approve Sponsor letter. The draft of the letter was sent to board members prior to the meeting. Steve pointed out two minor typos in the letter. Sarah Clark will fix them. Sarah will also send the letter to last year's sponsors and to Springer and Springshare. Steve will look for a Springer contact. Karl pointed out another minor typo in the letter. The

date on the letters also needs to be updated to reflect the upcoming conference year.

- iii. Sponsorship discussion. Sarah asked if anyone has any other ideas for sponsorship. Nicole suggested OneNet. Nicole Sump-Crethar will ask her OSU colleague Roy Degler for the name of his contacts at OneNet and Spingshare.

Karl has a contact at Proquest that he can contact, but since they are donating the speaker, maybe we shouldn't ask for more, especially since they are now owned by Ex Libris.

Sarah will reach out to Susan Burke at OU SLIS for possible sponsorship.

The conference sponsorship form and sponsorship levels from last conference were reviewed. The form was emailed to board members prior to the meeting. Sarah opened the floor for comments or suggestions about the sponsorship form for the upcoming conference. There are gold (\$1,000), silver (\$500) and bronze (\$250) levels of sponsorship. All approved of continuing these levels. The form, however has the wrong dates listed. Karl would also like to change "company name" to "organization name." Emrys's updated mailing address also needs to be added. Sarah will make all of these changes. She will also add information stating that OK-ACRL can access donations via PayPal.

- iv. Vote to approve the Save the Date flyer. It was also sent to board members prior to meeting. It does not include the keynote speaker's name or title of keynote.

Beth mentioned that we should consider making Proquest the sponsor of the conference, since they are not charging speaker fees.

Nicole would like to put the link to the conference website on to the flyer. So no one has to update the flyer, just the website. Sarah will add that.

No other changes to the flyers were suggested.

- v. Call for proposals/posters. Sarah asked if anyone would like to write the call for proposals. Steve asked if the upcoming conference would have the same format as last year's, with a speaker and breakout sessions. Whitney asked if breakout sessions were always just presentation formats or if others are allowed. Sarah sees no problem with offering people more flexibility with formats. Maybe offer a few laundry list items and then open it for new formats.

Karl suggested that we have one breakout session that consists of a lightning session. Sarah suggested that the posters should be presented in a lightning session. Steve agrees with this idea, since the poster session wasn't very interactive last year. Karl asked if we should use the ignite style format, of 20 slides, 5 seconds per slide. Sarah offered that we just give everyone 5 minutes to present, with formatting up to the presenter. Maybe this will get us more poster proposals. All approved.

Karl offered to work on writing the call for proposals. Sarah would like for it to be done in time for unCOILed.

- vi. Door Prizes. Steve asked who was in charge last year. Emrys was in charge of ordering. Beth suggested that we can wait for sponsorship to come in to finalize the ordering. We did historically have a Kindle fire. Last year we had gifts cards and web cams in addition to the Kindle. We will revisit this in July. We also need to see if we are buying lunch or not. Perhaps we can have the lightning talks during lunch? Steve would prefer to have lunch at Rose State. Beth will look into food options at Rose State.
- vii. Outstanding Service Award. Kate Corbett handled this last year, so she would be a good resource if we have any questions. Sarah will contact her. If one thinks of any good names for nominations, let Sarah know. Beth pointed out that the requirements for the award are 2- 3 letters of recommendation, extraordinary professional service and at least 4 years of service to OK-ACRL or a subgroup. If you are nominated and serving on the board, you cannot vote.

Sarah will talk to Nicole to see if she wants to take lead on this. If not, Sarah can talk to Donna Davidson and take care of it. Sarah thinks that the past presidents typically takes the lead on this. Email Sarah the names of those that should be nominated.

5. New Business

- Steve asked when elections for new chapter officers should be held. Sarah let Karl know that this is something that he should be starting to think about now. She suggested that recruitment of new officers can begin at unCOILed. Perhaps Karl can make an announcement at this workshop.

The officer positions opening up this year are Web Master, Treasurer, President- elect, and Secretary. Steve's board member position is also coming up for election. He will run again for this. The chapter will already have a past president, and president.

Let Karl know of anyone who is interested in serving. Sarah mentioned that since the board is currently a little Tulsa heavy, the chapter should

look to recruit officers from others areas in the state. Sarah will talk to one of her colleagues who might be interested in running for secretary. Melissa Kuntz is another nomination for Secretary. Beth Jones will run again to keep her position as Web Master. It would be good to aim to have an actual election this year.

- Beth will post the conference speaker's photo and bio to the website as soon as Sarah gets it. Sarah also needs to relay the new theme of the conference to the speaker, as well.
- Steve asked if there a map of the conference center at Rose State that we can use. Sarah says that there is one online that you can see.
- There was no other new business.

6. Scheduling Next Meeting

The next meeting will be held online via Zoom on July 22nd at 10:30am.

7. Adjournment

Steve motioned to adjourn the meeting. Karl seconded and it was approved. Time: 11:32 am.