

Oklahoma Chapter of the Association of College and Research Libraries
October 28, 2016
Online via Zoom

Minutes submitted by Whitney Vitale

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

1. Call to Order

Sarah Clark called the meeting to order at 3:33 pm.

2. Approval of Minutes

The September meeting minutes were submitted for approval.

Karl Siewert motioned to approve the minutes. Emrys Moreau seconded. The minutes were approved.

3. Reports

a. Treasurer's Report (Emrys Moreau)

- The full treasurer's report was emailed to the board prior to the meeting and is appended to these minutes.
- The registration for the conference is at 38, including presenters. Emrys will also double check with OSU SLIS about student attendance at the conference.
- Emrys is ready to purchase door prizes and just needs the official list of what to order. Sarah Clark stated that the door prizes will be 2 USB headsets, 5 assorted gift cards (Barnes & Noble, Amazon, and Starbucks), 1 Kindle Fire and 1 android tablet. Karl will look into which tablet the chapter should purchase and send his recommendation to Emrys.
- The guest speaker, Arta Kabashi, has been booked at the Sheraton Hotel for the night prior to the conference. It is a club level room which includes free breakfast.
- Emrys asked if the chapter should purchase a gift for Arta. Sarah Clark would like to do so. Sarah found a hipster route 66 Oklahoma bag online that she will order for the gift.

- Emrys has confirmed the catering and the Rose State space reservations. The new catering service schedule for the conference is in the attached treasurer's report.
- Sarah will invite Arta to dinner on the night before the conference.

b. Interest Group Reports

COIL (Sarah Whittle):

- The online book club met today (October 28) and discussed *Teaching Information Literacy Threshold Concepts* eds. Bravender, McClure, & Schaub. The meeting was held via Zoom with 6 participants.
- Officer elections opened Monday, October 24 and will close Thursday, November 10.
- Sarah Whittle would like to announce election winners at the OK-ACRL conference. She asked Sarah Clark if she could add time for this announcement to the OK-ACRL Conference agenda.
- November COIL meeting will be to support the OK-ACRL conference.
- Sarah Whittle will begin transferring access to Cinthya Ippoliti for online COIL documents, etc. in early December.
- On Friday, September 30 there was a COIL meeting at Tulsa Community College, Southeast Campus - Assessment in Action (AiA) Community of Practice examples & advice. We had 23 attend the meeting.
 - TCC Presenters: Adam Brennan, Lisa Haldeman, Emily Trichenor, & Jamie Holmes
 - NSU Presenters: Susan Woitte & Kathleen McCay

DSIG (Sarah Clark):

No Report.

PASIG:

No report.

4. Officer Election Ballot Updates

- Sarah Clark announced that Cinthya Ippoliti is withdrawing from the nomination for secretary of OK-ACRL. Tamara Kharabora is okay with running for webmaster for the chapter and for COIL if she is elected.
- Karl reported that Kaitlyn Crotty will hold office in COIL in 2018.

5. Conference Checklist Updates

- Emrys offered to pick up Arta at her hotel and drive her to the conference venue the morning of the conference.
- Emrys will contact OSU SLIS and Springshare about the payment for their donations. Sarah will send Emrys the email correspondences about the donations.
- Sarah Clark will print out all of the handouts for the conference attendees. Presenters will need to send in any handouts to Sarah by Nov. 4th if they are to be included in the handouts. A copy of the conference schedule will be in the packets.
- Emrys has the list of door prizes and will order them.
- Nicole Sump-Crethar gave an update on the Distinguished Service Award. The award plaque has been ordered and will be ready for the conference. It is confirmed that the award recipient will be attending the conference.
- Nicole confirmed that the online officer election ballot will be set up and distributed to the membership now that the list of candidates is finalized.
- Emrys reported that attendance at the conference is at 38, which is on the low side, but not surprising given the budget situation at many libraries.
- Beth will resend a reminder about the conference.
- Sarah Whittle has been promoting the conference within COIL.
- Emrys has the leftover name tags from the COIL conference. New name tags would cost around \$40. Sarah Whittle thinks we should have enough for the conference based on estimated attendance. Karl has the name tag lanyards from the COIL conference and will hand those off to Sarah. Emrys will format and print the inserts for the name tags.
- The print ballots are also ready to print for the officer voting.
- Online conference evaluations will be set up in Qualtrics. Karl will contact Nicole about setting that up.
- Karl will also contact the presenters to see if they have any handouts. These handouts will be in the packets the day of the conference and will also be posted on the website. Karl will also inform the presenters that the conference center computers have Microsoft 2013 on them. So far, no presenters have stated any specific tech need. Sarah Clark needs presenter handouts by November 4th.

- Sarah Clark will send out an updated conference checklist this weekend (Excel spreadsheet).
- Whitney will bring the folders donated by OSU to the conference for the handouts.
- Emrys and Karl will look for the raffle tickets.
- Beth will help Emrys with registration.
- Emrys will also bring the OK-ACRL swag to hand out. We still have computer mirrors and notebook and pen sets.
- Sarah Whittle suggested that the chapter use social media to promote the conference. Sarah Clark will look into it. The tweet hashtag #OKACRL2016 was suggested.
- Sarah Clark will also ask OSU SLIS to promote the conference to their students.
- Emrys will send out an email to the conference registrants with information about parking, directions to the venue, etc. Emrys will also email the list of current registrants to the board.
- The next board meeting will be a celebratory lunch with both current and 2017 officers in December. The exact date, time, and location is TBD.

6. Adjournment

Emrys motioned to adjourn the meeting. Karl seconded and it was approved by all. Time: 4:29PM

Appendix:

OK-ACRL Treasurer's Report

2016/10/28

Submitted by Emrys Moreau

Accounts

Current amounts and information as of 2016-10-28

Checking account balance = \$10,310.48

Beginning balance for last report on 2015-09-22 = \$10,342.48

Deposits = \$115.00

- OU SLIS = \$15.00 (1 student registration for unCOILed 2016)
- ACRL = \$100.00 (annual chapter reimbursement)

Withdrawals = \$147.00

- 2016-10-25: Credit card payment = \$147.00

Other balances:

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

Credit card balance = -\$0.00

Credit card spending limit = \$3,000.00

PayPal account balance = \$340.50

Credit Card Purchases = \$147.00

- 2016-09-28: The UPS Store = \$147.00 (mail box rental for 6 months)

Outstanding Invoices = \$0.00

Other Treasury Activity: Conference Items

- The current total number of registrations is 38.

- Door prizes will be purchased as soon as I receive the list and authorization from Sarah.
- Guest speaker Arta Kabashi has been booked at the Sheraton Hotel. The OK-ACRL credit card was used to reserve the room and will be used for payment.
- Do we want to do give a gift or gift card to Arta?
- I have contacted Fernando at RSC about our Training Center rental payment, which will be \$610.00.
- Catering has been confirmed and schedule changes have been provided to Amelia, Catering Manager at RSC. Payment will be made on-site on the day of service with the OK-ACRL credit card. The total cost is approximately \$642.00

Breakfast (bagels and 3 gallons of coffee):

Set up time: 8:00 am

Service time: 8:30 am – 9:30 am

Lunch (potato bar and salad with 6 gallons ice water):

Set up time: 11:30 am

Service time: 12:00 pm – 1:10 pm

Afternoon Snack (cookies)

Set up time: 2:30 pm

Service time: 3:00 pm – 4:00 pm*

* If the cookies are gone before 4:00 pm, I will contact Amelia so the staff can go ahead and clean up the station(s) early.