

## Agenda for OK-ACRL meeting June 5, 2017

Minutes submitted by Melissa Kunz, secretary.

Attendees: Karl Siewert, Scott Murray, Sarah, Beth Jones, Melissa Kunz, Megan Donald, Emrys Moreau, Sarah Clark

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1. Call to order
  - a. Karl called the meeting to order at 10:06.
2. Approve minutes from May 2017
  - a. Megan moves to accept, Beth seconds. Motion passes.
3. Reports
  - a. Treasurer (Scott)
    - i. Bank has begun charging service charge for commercial paper statement. Scott called the bank to discuss this, it will be credited back to our account and no future charges will be made.
    - ii. Motion and second to approve. Motion carries.
  - b. COIL (Cinthya – via email – see shared folder)
    - i. Budget discussion: It would be \$300 for a COIL meeting. Beth moves, Scott seconds. No discussion before we accept.
    - ii. Megan asks why they weren't able to get Nicole to speak. Emrys notes that it was a scheduling issue.
    - iii. Series of questions for the board listed in Cinthya's notes:
      1. Re: logo – it's been designed from year to year. It's up to them to find someone creative to make the logo.
      2. Re: handling registration both prior to and on the day of the workshop – Normally done with the treasurer & webmaster before the workshop. In the past, we haven't done purchase orders or credit cards.
      3. Re: food and prizes – Scott will be taking care of all the payments. COIL needs to decide who they'll use for coffee and donuts (Panera), and once everything is settled, then Scott is ready to take care of payments.
4. Old business
  - a. Conference
    - i. Title
      1. Reaching Toward the Margins: Critical Librarianship in Academia
        - a. Email has been sent to James on whether or not that fits with his theme, and he has said yes.
        - b. Sarah moves to accept, Megan seconds, no discussion. Motion passes.
    - ii. Speaker letter update

1. Karl and Beth have been updating the letter/contract template. The template they're basing the letter on asks for the speaker's federal tax ID or their SSN and there are some questions about privacy. It also mentions that OK ACRL would provide a 1099, and Karl isn't sure if we should do that.
    2. Emrys says that we don't need to give him a 1099 because that's only required if we're paying the speaker \$600+ in a single fiscal year, and we're only paying him \$300.
    3. Beth asks whether this includes us paying for room and board. She wonders if a 1099 doesn't just count as a receipt of income. Emrys will look into this, but she doesn't think room and transportation counts as income.
      - a. Emrys looks up 1099 and says that room and transportation is deductible and therefore not considered income, but she will double check with an accountant.
    4. The language will be taken out of the contract for now, but otherwise it is ready to go. Karl wants feedback on how soon to give it to James. Sarah suggests sending it as soon as it's ready.
  - iii. Display banner
    1. Emrys is going to revisit the banner and have it taken care of by the end of June.
5. New business
  - a. Nominations
    - i. Is it too early to consider nominations for next year's board?
    - ii. Terms expiring in 2017: Beth, Cinthya, Jenn, Megan, Melissa, Sarah.
    - iii. Beth will begin looking, and will take suggestions for nominations.
6. Announcements
  - a. No announcements.
7. Next meeting – early July. Doodle poll will go out.
  - a. Karl wondering whether to have a meeting. Sarah notes that this is typically the ramp-up period to calling for sessions and workshops at the conference.
8. Adjourn
  - a. Scott moves to adjourn, Beth seconds. Adjourned at 10:24am.