

Agenda for OK-ACRL meeting July 27, 2017

Minutes submitted by Melissa Kunz, secretary.

Attendees: Karl Siewert, Melissa Kunz, Jenn Donner, Scott Murray, Sarah Clark, Steve Locy, Emrys Moreau, Beth Jones

1. Call to order
 1. Karl called the meeting to order at 11:34am.
2. Approve minutes from June 2017
 1. Emrys moved to approve the minutes. Scott seconded. No discussion. Motion passes.
3. Reports
 - a. Banner (Emrys)
 - i. Design has been sent out and posted in the Slack channel. Emrys checking to see if we're ready to order the banner. Should cost \$147. Scott moves to accept the design and purchase it. Beth seconds. Motion passes.
 - ii. Emrys has updated the website with the 2017 conference info, with a link out to the guest speaker's website so people can look him up. Website undergoing some changes to shift away from blog-focused because it's not updated often.
 - b. Treasurer (Scott)
 - i. No checking transactions for June, no other activity in accounts. Tax return has been filed. Paypal button has been set up for registration. 23 registered attendees for the COIL conference. Anticipated income of \$345 with expenses of \$176.30, making an anticipated profit of \$168.70. Motion to approve from Scott, Emrys seconded. Treasurer's Report is approved.
 - c. COIL (Cynthia - via e-mail - see shared folder)
 - i. A final itemized cost report will be sent out when registration numbers are completed. COIL elections will be in November, and the online form is ready. They'll solicit volunteers during the workshop and through the listserv.
4. Old Business
 - a. Conference
 - i. Speaker letter update
 1. Speaker letter has been sent. James had a couple of questions: that the keynote time might be too long. The keynote tends to be 60 minutes including a Q&A. That's fine, and Karl says he'll get back to James about that. Secondly, he's asking for a second night in a hotel. Beth thinks we should tell him no, Scott would say yes. Karl thinks we can arrange the flight in a way that wouldn't involve a second night in the hotel. Emrys will look into flights and Karl will look into hotels. Scott moves, Beth seconds. Motion approved.
 - ii. 1099 question
 1. Non-profits aren't exempt from issuing these. However, a 1099 isn't required as long as cash payments are \$599 or less, and if it's by check and we pay travel and hotel. The honorarium for James is only \$300, so we should be fine.
 - iii. Call for presenters
 1. Will use same call for presentations, 45 minutes to an hour apiece. Not going to do posters this year based on the downward trend in poster submissions from last year. Going to do pecha-kucha style "lightning round" talks, 5 minutes apiece.

- iv. Advertising and promotions
 - 1. Social media, website, listservs are our go-tos, so we'll be using those. Karl will set up a calendar for what we need to do and when.
 - v. Other needs
 - 1. Beth will work on vendors from years past and new ones.
 - b. Nominations
 - i. Nominations for the annual award will go out.
- 5. New Business
 - a. Annual Report
 - i. Beth and Sarah took care of this while Karl was out.
 - b. ACRL webcasts (Beth)
 - i. 2 free webcasts per year, and we haven't been taking advantage of it. Motion to allow UCO to schedule a presentation of webcasting on RDF made by Scott.
Seconded by Steve. Motion passes.
- 6. Announcements
- 7. Next meeting is in August. Doodle poll will go out.
- 8. Adjourn
 - a. Karl adjourned the meeting at 12:19 pm after a motion passes.