

OK-ACRL Meeting Minutes – August 30, 2017

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

1. Call to order
 - a. Karl called the meeting to order at 11am.
2. Approve minutes from July 2017
 - a. Steve moved to approve, Jenn seconded.
3. Announcement of change in Board
 - a. Karl formally enters into the minutes that Scott has moved down from his Treasurer position and will now be a Member At Large. Emrys will take on the position of Treasurer.
4. Reports
 - a. Banner (Emrys)
 - i. Emrys will be buying the banner and needs the credit card to do that. When the CC is sorted, she'll be able to order at some point in September.
 - b. Treasurer (Emrys)
 - i. Old checking account has been closed.
 - ii. Scott has filed a crime report and Tulsa Police report, so those are both noted in the Treasurer's report as additional activity.
 - iii. Updated resolution on the checking account has been filed listing Emrys and Beth as authorized signers, and Karl as an agent.
 - iv. Karl noted that as part of the discussion while at the bank, any changes to the Board must be noted in the Minutes. So far we've been doing casual versions of this, but from now on, it must be formalized.
 - v. Steve notes that the \$1,400 wire transfer was attempted twice. Emrys notes that we were refunded the \$1,400 on August 15th because the transaction failed. The wiring fees for the failed transaction and the completed transaction on August 16th were not refunded.
 - vi. Beth asks whether the Paypal account has been closed—it has.
 - vii. Steve asks about checks cut from the old account—they have cleared.
 - viii. Steve moves to approve the Treasurer's Report, Beth seconds.
 - c. COIL (Cinthya)
 - i. Summer workshop went well, 25 attendees total. Everyone who signed up was able to attend.
 - ii. On track to hold elections in November.
 - iii. Next in-person meeting will be in the fall.
5. Old business
 - a. Conference
 - i. Speaker (Karl reporting)
 1. Travel
 - a. All travel arrangements have been made. Hotel is booked, flight is booked. When the date gets closer, we'll make arrangements to pick him up.
 - b. Beth notes that bookings require proof of credit card number, which is being changed. Emrys says that she will be taking care of notifying the vendors of that.

2. Bio/photo
 - a. Karl is reaching out to him for this to put into the program.
3. Contact
 - a. Speaker's email address has changed because his place of employment has changed. If you want to contact him, he is at a ua.edu address now.
- ii. Call for presenters
 1. Beth has 2 full-length presenters who have submitted information and look promising (Fervent Leaders and Cultural Intelligence). She will be doing another push to call for presenters.
 2. Cinthya put out a call at COIL to encourage attendees to use what they learned at that conference to present.
 3. Emrys talked to another librarian to encourage him to specifically participate and will follow up.
 4. Sarah is willing to do another session if needed.
 5. Emrys recommends getting SLIS students to do the lightning rounds since it gives them experience and is low-pressure. Emrys will reach out to SLIS.
- iii. Advertising and promotions
 1. Emrys thinks we should send out an email to membership about the conference—not just the initial promotion, but an elevator pitch about this year's topic, because people tend to either know about it or not know anything about it.
- iv. Vendors (Beth)
 1. Beth hasn't heard anything firm.
- v. Additional
 1. Emrys brings up the topic of researching food for the conference. Food at the conference means better retention after lunch, but it's going to be based on current finances.
6. New business
 - a. Wire fraud situation
 - i. Draft announcement to membership
 1. Karl has drafted an announcement to the membership. Emrys suggests changing "more than sufficient funds" to "sufficient funds". Beth doesn't think the letter should have so much detail. Sarah agrees: membership doesn't need a blow-by-blow, they can look at the Minutes if they want additional information. Karl revised the statement. Steve moves to accept the statement. Sarah seconds. Motion passes.
 - ii. Law enforcement involvement
 1. Emrys notes that the law enforcement reports may need to be updated because they state that someone had gained access to our email, which is incorrect. After receiving all the emails involved, she discovered that this was someone with an outside email address that was being masked.
 - iii. Review of bylaws
 1. Karl proposes putting together a subcommittee to review the bylaws. Procedurally, it's unclear whether the Board can adopt new bylaws, or if they must be voted on by the membership. Beth notes that the last

time, a subcommittee recommended changes and then the membership voted.

2. Beth, Steve, and Sarah volunteer to help Karl with those changes, making up that subcommittee.

iv. Cybersecurity changes

1. All passwords have been changed, including Zoom, Slack, and SurveyMonkey. They have not been put into the Google Drive account.
2. Karl was originally concerned about using passwords across multiple sites.
3. There is a Gmail account belonging to the association, but that is still connected to Nicole's past information and a two-factor authentication. Karl is going to call her and resolve that.
4. Beth recommended removing generic board member emails from the association website—too much risk in tempting people to attempt spoofing them.

b. Additional

- i. Steve would like to discuss changing the terms of the Secretary to 2 years.
- ii. Beth notes that perhaps we should discuss the terms of all Board positions.

7. Announcements

- a. Steve notes that perhaps we should set aside time for discussion of the wire fraud with the membership. Sarah thinks it would be good for Karl to address in opening remarks and a Q&A period at the conference, but we don't need to make it bigger than it is. Beth thinks the notification statement should be sufficient. Emrys thinks we're being open enough with the email. Karl doesn't want the optics to appear as though we're trying to hide something, and is aiming to strike a balance.
- b. Karl thanks everyone for support, expertise, and knowledge to help out with this process and moving forward.
- c. Sarah has not had any nominations for Outstanding Service Awards. She'd like people to put someone forward—email her with names if you think of someone.

8. Next meeting – September. Doodle poll will go out.

9. Adjourn

- a. Sarah moves to adjourn, Scott seconds. Karl adjourned the meeting at 11:43am.