



**OK-ACRL Executive Board  
Minutes September 21, 2018**

via Zoom

**Present**

Beth Jones, President  
Emrys Moreau, Treasurer and Webmaster  
Toni Hoberecht, Secretary  
Matt Upson, COIL Chair  
Andy Taylor, Vice-President/President-Elect  
Karl Siewert, Past President  
Steve Locy, Board Member

**Absent**

Scott Murray, Board Member  
Erin Ridgeway, Board Member  
Kaitlyn Palone, Board Member

- The meeting was brought to order at 11:06.
- The August minutes were approved.
- Reports
  - Treasurer
    - The Treasurer's report has been posted to Google Drive. The chapter currently has \$8,946.20 in its bank account. Current and future expenses and income were discussed.
    - The Simmons Bank account has been completely closed. All the chapter's money is now at the Bank of Oklahoma.
    - The Treasurer has signed the catering agreement for the Fall conference.
    - A call will be sent out to the Board to test the conference registration form.
    - The board voted to approve the Treasurer report.

- COIL (Matt Upson.) Webmaster Tamara Kharabora has resigned. COIL will address the webmaster position in an upcoming bylaws revision.
- Café Press/Zazzle update (Erin.) No report.
- Bylaws Committee update (Karl Siewert, Andy Taylor, Toni Hoberecht, Emrys Moreau.) The committee will meet soon to finalized the bylaws revision for membership vote.
- Elections Update (Andy Taylor.) No update. Since Andy does not have access to Qualtrics, the President will put the election in Qualtrics when everything is ready.
- Outstanding Service Award Update (Karl Siewert.) Karl is exploring trophy providers. We have one candidate. A nomination form has been resent to the membership. The deadline has been extended to October 19. New nominations will be sent to the board for discussion after deadline.
- Endowment Subcommittee (Beth Jones.) No update.
- Old Business
  - Conference Speakers
    - Beth Jones will send out a finalized schedule for drivers and assistance with speakers.
  - Sponsorship
    - We have received no new sponsors. The board discussed re-evaluating sponsorship for future conferences.
  - Endowment
    - The board's objectives in regard to endowment matters to wrap up before the conference are as follows:
      - To already have invited the board to contribute
      - Present a 3 year plan for raising money and explanation for the membership
      - Be prepared to ask membership to donate, and to have a mechanism for receiving funds.
  - Save the Date
    - This has been sent. We will now send the registration to the membership.
  - Food Update (Kaitlynn Palone.) No report.
  - Please remember to keep the inventory on Google updated.  
[https://docs.google.com/spreadsheets/d/1\\_yG8SHeFmc7MegeT7G8PZDInoYwdX1wlI6Zz6sQenWM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1_yG8SHeFmc7MegeT7G8PZDInoYwdX1wlI6Zz6sQenWM/edit?usp=sharing)
- New Business
  - Conference Schedule. Beth Jones has a spreadsheet for the conference schedule, available in the Conference folder on Google Drive. The board discussed the schedule and presenters, and possible issues with a third room. The board determined that we now have a final schedule. Emrys Moreau will post the schedule on the conference website.

- Posters. Easels and double-sided whiteboards will be made available to poster presenters. Board members who have easels are invited to supply them for the conference. For non-rigid posters, blue tack to affix the posters to the whiteboards will be made available. Poster presenters should be made familiar with the availability of the easels, whiteboards, and blue tack, and invited to bring alternative materials if required. All posters and presenters have been accepted. Beth Jones will inform them of their acceptance.
- Next meeting will be in person on October 12<sup>th</sup> at UCO. There will be an optional lunch at 11, then a meeting, starting at 1:00pm.
- Other topic for discussion. None.
- Adjournment.
  - The meeting adjourned 11:33 am.

**Future Meetings:**

October 12<sup>th</sup> @ UCO

Conference November 9<sup>th</sup>, 2018 @ UCO

Respectfully submitted,  
Toni Hoberecht, Secretary