



**OK-ACRL Executive Board  
Minutes October 12, 2018**

In person - UCO, Edmond

**Present**

Beth Jones, President  
Emrys Moreau, Treasurer and Webmaster  
Toni Hoberecht, Secretary  
Andy Taylor, Vice-President/President-Elect  
Karl Siewert, Past President

**Absent**

Steve Locy, Board Member  
Matt Upson, COIL Chair  
Scott Murray, Board Member  
Erin Ridgeway, Board Member  
Kaitlyn Palone, Board Member

1. Called to order at 12:31 pm.
2. The September meeting minutes were approved.
3. Reports
  - a. Treasurer (Emrys Moreau). The Treasurer's report has been uploaded to Google Drive. Our current bank balance is \$8,946.26. Our Paypal account balance is currently \$198.99. When we have received all registrations for the conference, we will transfer that into our bank account.
  - b. Kaitlyn Palone and Emrys Moreau have spoken to UCO billing catering person about an issue with our tax-exempt status. Emrys is working on correcting the situation, but the chapter may not fulfill the catering office's requirements until after the conference, and the chapter may be required to pay \$60 to \$70 in sales tax.
  - c. Emrys Moreau is working with Paypal to set up a cost-effective option for recurring payments.

- d. Emrys Moreau is working on getting the billing taken care of for our speakers at Hampton Inn.
- e. Registration Update. We have 39 have registered as of today. This is an improvement compared to last year at this time, when we had only 16. We will have 8 presenters who haven't yet registered.
- f. Emrys went to a class at Tulsa City County Library (TCCL) on finding grant money for nonprofits. She learned about a possible free service that assists nonprofits with business plans.
- g. COIL (Matt Upson). No Report
- h. Café Press/Zazzle update (Erin Ridgeway). No report
- 4. Bylaws Committee update (Karl Siewert, Andy Taylor, Toni Hoberecht, Emrys Moreau).
  - a. The Bylaws ballot on Qualtrics is ready to go to the membership. It will be sent to the membership, and the deadline for voting will be the Friday after the conference, November 16th.
  - b. There was discussion concerning the need to do another bylaws revision next year to consider issues regarding removal of officers/members at large.
- 5. Elections Update (Andy Taylor). The election ballot has been sent to membership.
- 6. Outstanding Service Award Update (Karl Siewert). There is one candidate. After discussion, the board voted to present the award to this candidate.
- 7. Endowment Subcommittee (Beth Jones.) The subcommittee has not met. Beth Jones reported that the chapter will earmark any current donations for endowment, and will transfer to endowment when it is formed.
- 8. Old Business
  - a. Conference Speakers Confirmed Schedule

<b>Thursday Nov 8th</b>	<b>Time</b>	<b>Person</b>
Pick Up Mikitish from Airport	3:30 PM	Beth
Check-in to Hotel Mikitish	4:30 PM	Beth
Dinner Mikitish	5:30 PM	Beth, Kaitlyn, Emrys, Andy
Take back to Hotel after Dinner	???	Beth
Pick up Luo from Airport	7:30 PM	Karl
Check-in to Hotel Luo	8:30 PM	Karl
<b>Friday Nov 9th</b>	<b>Time</b>	<b>Person</b>
Pick Up @ Hotel and bring to conference	8:30 AM	Karl
Mikitish should check-out at this point		
Drop Off Airport Mikitish	5:20 PM	Steve
Dinner Luo	6:00 PM	Beth, Kaitlyn, Karl, Emrys, Andy
Take back to Hotel after Dinner	????	Beth

<b>Saturday Nov 10th</b>	<b>Time</b>	<b>Person</b>
Drop Off Airport Luo	8:35 AM	Beth

- b. Sponsorship
  - i. There was discussion about the sponsor's presence at the conference.
- c. Endowment
  - i. What we need for conference in October:
    1. To already have invited the board to contribute.
    2. Have a 3 year plan for raising money and explanation for the membership.
    3. Ask for membership to donate. The treasurer will check on charges for an endowment savings account, as well as a mechanism on the website to donate to endowment account through Paypal.
    4. The Board voted to approve putting \$2000 in endowment savings account, where we will deposit future donations for the endowment.
- d. Save the Date - we will resend registration reminder.
- e. Food Update - Kaitlyn Palone has a complete report on Google Docs. The food list is on the website conference schedule, so people could see what we were having. There is a fridge available for people to bring their own lunch. Dairy-free and gluten-free items will be available for breakfast.
- f. Inventory is on Google.
- g. Conference Schedule is up on the website.
- 9. New Business
  - a. Packets for registrants should include:
    - i. Library floor maps with marked areas
    - ii. By-laws changes OK-ACRL and COIL
    - iii. Endowment Information - maybe we won't have this, precisely.
    - iv. Advertising for Sponsors
    - v. Schedule/Agenda
    - vi. Links for Voting
    - vii. Wi-fi information
    - viii. Parking map/information will not be in the packet but on web page.
  - b. Parking. Emrys Moreau will send registrants an email with this information at the end of October. She will ask people who want a code to email her, and she will then send it to them. There will be three lots available. Parking is free for pre-registered attendees only. We need volunteers for registration.
  - c. The Board approved an expenditure up \$150 for door prizes.

d. The schedule for the introduction and the closing remarks at conference is as follows:

i. Opening (Beth)

1. Welcome and thank board
2. Talk about information in the packet and mention library tours
3. Talk about endowment briefly, say more to come during closing meeting
4. Mention elections
5. Bathroom locations as well as vending and coffee shop locations
6. Lunch location
7. Evaluations – paper in the folder
8. Introduce Speakers

ii. Closing

1. Outstanding Service Award (Karl)
2. Prizes
3. Introduce candidates for office
4. Talk more about endowment, answer some questions

10. Other topics for discussion. None.

11. The meeting was adjourned.

Tour of spaces for conference. 2:00pm

**Future Meetings:**

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

Respectfully submitted,  
Toni Hoberecht, Secretary