OK-ACRL Meeting
February 16, 2024
11:30 a.m. - 1:00 p.m.
Location: Online via Zoom

Present:
Sarah Burkhead Whittle (she/her), President
Clarke Iakovakis (he/him), Past President
Amanda Schilling (she/her), Vice-President/President Elect
Ashley Bean (she/her), Treasurer
Bethie Seay (she/they), Secretary
Emrys Moreau (she/her), Development Coordinator
Karl Siewert (they/them), Web Manager
Marianne Myers (she/her), Board Member at-large
Jon Goodell (he/him), Board Member at-large
Brandon Martin (he/him), Board Member at-large
Jennifer Hulsey Campbell (she/her), Outreach Coordinator
Jenny Bodenhamer, Guest

Absent:
Nicole Sump-Crethar (she/her), COIL Chair

Call to order at 11:31 a.m.

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
Approval of the December 2023 and January 2024 meeting minutes	A motion (Clarke) and a second (Marianne) were made to approve the December 2023 minutes. The motion passed. A motion (Amanda) and a second (Ashley) were made to approve the January 2024 minutes. The motion passed.			
Reports				
COIL Chair	Nicole absent. Sarah noted: ● Detailed report will be sent to Board members soon. ● unCoiled to be held on Thursday, July 18 at UCO.			

Treasurer	Report available in Google Drive.
	Report highlights:
	● Total balance: $10,171.87
	● Checking balance: $5,956.97
	● No deposits
	● One withdrawa:l $1,500 for James Larue honorarium
	● Endowment savings balance: $4,214.90
	   ○ No deposits or withdrawals
	   ○ $1.17 interest earned
	Swag materials (buttons) reimbursement requests to come.
		Send reimbursement requests to Ashley*	*Karl	

Endowment Chair	Endowment report available in Google Drive. ● Still seeking Gold transparency rating from Guidestar/Candid ● Current BOK savings: included in Treasurer report	Check requirements for Guidestar gold*	*Emrys, Sarah, Ashley	

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	• Paypal balance: $27.44 (includes net donations from January and February 2024) • January report was missing in-person donation from November2023, and will be updated soon Emrys notes that the focus this year will be on researching how to get large donations (goal of $25k). The endowment was only established in 2022 and is just getting started. Board members should look out for future calls to help with donor letter writing and approaching.	Update November 2023 report** Explore donor lists**	**Emrys	
Web Manager	Karl is exploring Google Workspace and how to transfer mailing lists. • Workspace account invites were sent to Board members. • The transfer might lose forwards (president@okacrl, etc.), but a similar setup should be possible with Workspace • Board members advised to look out for test emails from Karl at some point. • Current listserv email addresses might need to be manually copied into a new mailing list. OKACRL.org is handling emails through bluehost, and has been unreliable. • Troubleshooting/research is ongoing. • Sarah has been sending emails individually to board members instead of to the board list, which has been working. Continue for now.	Continue diving into Workspace*	*Karl	
Outreach	"Things are good in Outreach Land."			

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Coordinator	- Reach is up - Engagement is up - Jennifer received in-person feedback from the #shelfie posts: unique collections to support different curriculums were very cool to see - Could add Endowment to the plan for future posts - The planning spreadsheet in drive is not current, but has been very helpful. Next on the schedule is OLA and Carpentries.	Get Endowment info from Emrys* Update planning spreadsheet*	*Jennifer	
Old Business				
OLA Conference	March 6-8, 2024 at the Hyatt Regency in Tulsa - Booth update: OK-ACRL will be Booth #57. Ashley reports that it is paid for ($75 price, but we have $25 credit from new credit card, so *technically* only $50) - Resources to have at the booth: - Listserv sign-up, with drawing entry - unCOILed Save-the-Date - Annual conference save the date - Link to FB page - Registration link for Carpentries - Swag: Jennifer will bring stickers, Karl will bring buttons - Clear sign holders - Tablecloths, banner, etc. (from the Magic Tub) - More OLA info available in the Google Drive: - Map of the venue	Make UnCOILed Save-the-Dates, Annual Conference Save-the-Dates* Make signs for FB link, Carpentries link* Make/bring swag** Get supplies from the Magic Tub***	*Jennifer **Karl & Jennifer ***Sarah	*3/6 **3/7 ***3/7

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	○ Agenda
	    ○ Sign-up sheet for volunteers
	    ○ Vendor setup: listed in Agenda as Wed 12-5pm. We have very little to set up, so plan to set up Thursday morning. Breakdown is Friday 12-5pm.
	● Vendor/exhibitor questions:
	    ○ Do we get any vendor name tags?
	    ○ Do we get any free registrations?
	    ○ Are vendors allowed for free into scholarship bash?
	    ○ Brandi Schur is in charge of vendor arrangements
	● Door prize:
	    ○ Giveaways are held to support OLA endowment, and OK-ACRL intends to participate.
	    ○ Ideas so far:
	        ■ Bluetooth speaker
	        ■ Gift baskets (but are they limited to the OLA DROCs?)
	    ○ A motion (Clarke) and a second (Ashley) were made to spend between $30 and $60 on the door prize item(s). The motion passed.
		Purchase clear sign holders for QR codes/info***
		
		Sign-up to staff the booth†
		
		Send vendor questions to Brandi Schur (bschur@ecok.edu) ††
		
		Follow-up with more door prize ideas.††
			†All
			
			††Sarah
				†2/19
				
				††ASAP

AI Workshop	Chris Rosser (Oklahoma Christian Univ) and Michael Hanagan (info consultant) had previously reached out to OK-ACRL about partnering on an AI workshop. ● Focus: research/instruction in academic libraries, based on their White paper. Their paper focuses on theological education, but this talk will be more generalized. ● Goal: to learn more about AI in a concrete format with			

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	immediate applicable value.
	● Format: 3 hours, synchronous online
	The Board was unsure at the February meeting. Sarah chatted with Chris and Michael for clarifications.
	● They intend to host it themselves as a pair, and OK-ACRL would only need to promote it on our communication channels. Basically just a shout-out marketing in our channels, and they return the favor with the proceeds.
	● 50% of proceeds would go to OK-ACRL's Endowment
	   ○ The price is currently undecided and would be set by the hosts
	   ○ Flexible pricing would be available
	   ○ If recorded, asynchronous pricing may be offered
	● Emrys noted that Donor letters would need to be sent afterwards.
	● Potential dates, suggest by the hosts:
	   ○ February 28, 9 a.m. - 12 p.m.
	   ○ March 6, 9 a.m. - 12 p.m.
	   ○ March 13, 9 a.m. - 12 p.m.
	● A similar talk will be held April 11 with UCD
	The Board concludes so far that the dates are too rushed, and would conflict/detract from other similar events.
	Alternative ideas:
	● Pre-conference for unCOILed in July. Prices might be hard to align due to the low cost of unCOILed.
	● PRE-conference, two weeks before unCOILed.
	● After unCOILed. We could promote it at unCOILed, and attendees that want to hear more might be more
		Consider unCOILed pre-conference idea*	*Sarah & Nicole	

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	motivated to pay for the later workshop.			
Bylaws, Policies & Procedures	Discussion tabled until March meeting due to time.	Review policies.*	*All Board Members	*3/15
Conference Registration fees	There is still a proposal for a percentage of the annual conference registration fees to be applied to the Endowment. Bylaws will need to be updated accordingly by Fall 2024.			
New Business				

Carpentries	Jenny Bodenhamer (jenny.bodenhamer@okstate.edu) spoke about plans for an upcoming Carpentries session on MarcEdit, an open-source cataloging software.
	● March 27-28, 1 - 3 p.m., virtual
	● Could be marketed through listserv, and we might want to include a link to basics about marc
	● Plan to open the zoom room 30-60 minutes in advance for software support
	● QR code could be available at our OLA conference booth (and UCD and TSRT) for registration.
	● Will we want to post a recording on Youtube afterwards? It will need to have good captions before posting on Youtube, which can be edited in Zoom.
	● Registration form (using Google form) ideas:
	  ○ Include notice that the session will be recorded and posted to Youtube
	  ○ Add link for optional donations to the OK-ACRL Endowment, with a suggested amount of $15
		Make ad for listserv, create QR code for OLA*
		
		Setup Google form & zoom link with Jenny**
			*Jennifer
			
			**Karl
				*3/7
				
				**ASAP

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2023 minutes	2023 minutes need to be uploaded to the website. Hyperlinks to documentation will need to be removed before uploading.	Clear hyperlinks, send pdfs to Karl*	*Bethie	*3/15
Annual Conference	2023: ● Proceedings now available on ShareOK, thanks to Shay 2024: ● To discuss later: Theme, topics, locations, speakers, archiving artifacts, student involvement ● Date: A motion (Marianne) and second (Brandon) were made to select Friday, November 8th for the Annual Conference. The motion passed.			
Roundtable	Nothing reported.			
Miscellaneous	Amanda from starchapter reached out to Sarah. The product seems like more of a website than just a mailing list, but could help with conference registration. It is cloud-based with up to 150 member logins. ● How much of this product would overlap with the work that Karl has already been doing with Google Workspace? ● The lowest setup fee is $935. The pricing makes it evident that this is intended for bigger organizations than us. The Board is in agreement that this is not a good fit.	Investigate other options/entities besides StarChapter*	*Sarah	
Next board meeting	March 15th at 11:30 a.m. via zoom.			

Adjourn at 1:00 p.m.

Submitted by
Bethie Seay, OK-ACRL Secretary
February 16, 2024