



OK-ACRL Meeting

July 19, 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

Karl Siewert (they/them), Web Manager

Amanda Schilling (she/her), Vice-President/President Elect

Ashley Bean (she/her), Treasurer

Bethie Seay (she/they), Secretary

Emrys Moreau (she/her), Development Coordinator

Jennifer Hulse Campbell (she/her), Outreach Coordinator

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

Brandon Martin (he/him), Board Member at-large

Zane Ratcliffe (she/they), Board Member at-large

Marianne Myers (she/her), Board Member at-large

Absent:

Call to order at 11:34 a.m.

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
Approval of the June 2024 meeting minutes	A motion (Amanda) and a second (Nicole) were made to approve the June minutes. The motion passed.			
Reports				
COIL Chair	UnCOILED happened on Thursday July 18th. Feedback and attendance were good. Nicoled noted that the location of UCO was helpful at lunchtime because of multiple food options within walking distance.			
Treasurer	<p>Report available in Google Drive.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> ● Total balance: \$9,897.42 ● Checking balance: \$5,676.43 <ul style="list-style-type: none"> ○ No deposits ○ One withdrawal for Zoom renewal ● Endowment savings balance: \$4,220.99 <ul style="list-style-type: none"> ○ \$1.21 interest earned <p>Application for BOK credit card was denied. Ashley is waiting to hear back on the reasoning. The current credit card needs a personal guarantee and is tied to Ashley’s personal information, and has an \$800 limit. Current transactions are processed through this credit card, paper check, or direct transfers. Emrys has previous experience with non-profit credit card applications and will email Ashley.</p>	Discuss credit card application*	*Emrys, Ashley	

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Endowment Chair	<p>Report available in Google Drive.</p> <ul style="list-style-type: none"> • \$197.47 Paypal balance was transferred to checking and will be transferred to endowment account • Endowment balance will be \$4418.46 after the transfer <p>Emrys is still having meetings about fundraising directories. 17% rate of giving among board members</p>			
Web Manager	<p>Karl completed the Conference CFP google form. A few changes were made to update information on the website. Clarke noted that the pre-conference sub-committee will need to decide for sure about pre-conference info before sending the form. The form does not have any deadlines listed yet.</p> <p>Update on Google Workspace for non-profits:</p> <ul style="list-style-type: none"> • The more Karl investigates, the more it looks like it will not be helpful to us. It would require creating brand new google-based email accounts for each member in order to make emails work. • Similar issues with setting up Google Drive. There does not seem to be the option for an organization Drive, only individuals within an organization. Karl will continue looking into it, but it will not likely work out. <p>Listserv challenges:</p> <ul style="list-style-type: none"> • Creating a Google Group might work well. Board will consider further discussion about listserv options in future meetings. Clarke sent an example option, https://groups.io/ 			

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Outreach Coordinator	<p>UnCOILed posts performed really well.</p> <p>Today's upcoming post: Lisa's award from UnCOILed & a thank you to UCO</p> <p>Conference save the date will be reposted soon.</p>			
Old Business				
UnCOILed Funding	<p>A motion (Amanda) and a second (Ashley) were made to approve reimbursement of \$85.00 to Nicole for the UnCOILed refreshments. The motion passed.</p> <p>Ashley and Nicole will coordinate further.</p>			
Conference Registration Fees Endowment	<p>Draft policy</p> <p>The Board reaffirmed an earlier decision that the new policy would be added to the Policies & Procedures manual, which covers internal operations. The new policy concerns budgeting which is internal board business and would not be added to the Bylaws, therefore not requiring a membership vote.</p> <p>Language clarification: The draft policy stated that four specific Board members will decide on the donation amount each year, and then hold a vote. The language did not specify whether the vote would be amongst those four or amongst the entire board. There was also no specification about notes from the small discussion being made available to the Board before the vote. After discussion, the Board agreed:</p> <ul style="list-style-type: none"> • The full discussion will be presented to all Board members and then the donation would be voted on by the entire Board. 			

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	<p>Timeline clarification: It was suggested that the fuller discussion and vote regarding the donation amount could take place at a monthly meeting early in each calendar year. Ashley confirmed that this would cause no issues with the Treasurer’s timeline as long as the vote is done no later than the March meeting.</p> <p>Ashely will email the Board with the updated language by the end of the day. A vote to approve the policy will happen via email.</p> <p>The vote for the first donation amount was tabled until the next calendar year.</p>	<p>Complete language changes in policy*</p> <p>Vote approve policy**</p>	<p>*Ashley</p> <p>**All Board members</p>	<p>*ASAP</p> <p>**ASAP</p>
Conference Graphics	<p>A motion (Zane) and second (Ashley) were made to approve the Fall theme of the Conference graphics. The motion passed. Jennifer will proceed with branding for the conference.</p>			
Conference Speaker	<p>Keynote speaker: Janet Brennan Croft</p> <ul style="list-style-type: none"> ● Keynote Outline <ul style="list-style-type: none"> ○ Sarah will follow up with Janet confirming that the Board likes the direction of the keynote. It was noted that Janet is preparing for MythCon as well and our conference might be on the backburner briefly. ● Contract <ul style="list-style-type: none"> ○ Janet has seen a draft of the contract. Sarah and Ashley have been trying to clarify 			

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	<p>compensation specifics with Janet</p> <ul style="list-style-type: none"> ○ After discussion, the Board agreed that the current wording in the contract is overly vague around compensation and needs more concrete language and numbers. Language will be added to the contract regarding OK-ACRL's non-profit status, government meal rates, lodging rates, and mileage rates. ○ As a non-profit, we fit in a different criteria for IRS mileage rate. \$0.67 per mile is the standard rate, but our rate would be \$0.14 per mile. Lodging and meal rates will be pulled from GSA.gov 	Solidify compensation language in contract*	*All Board members	*7/22
Conference Lunch Options	<p>Dine-in/catering: catering option spreadsheet</p> <ul style="list-style-type: none"> ● Lunch: Marianne and Jennifer will request quotes from Natv and Ludger's for boxed options. ● Breakfast: continental offerings (fruit, muffins) from caterer or Costco, depending on the quoted prices <p>Vote tabled until the next meeting, pending quotes.</p>	Get quotes from Natv and Ludger's*	*Marianne & Jennifer	*ASAP
Conference Registration Fee	<p>For budgeting purposes, the 2023 conference attendance estimate was 50-60 people. ~20 paid the presenter rate, ~30 paid the full rate.</p> <p>Discussion and vote for the registration rates were tabled until the next meeting.</p>			
Conference Sponsors	<p>Sponsorships: Clarke, Emrys, Amanda, Sarah, Ashley will take point on getting sponsors. Work in progress.</p>			

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New Business				
Upcoming Timeline	<p>July 19</p> <ul style="list-style-type: none"> ● Conference Save the Date <p>July 22</p> <ul style="list-style-type: none"> ● Conference CFP sent by Sarah <ul style="list-style-type: none"> ○ Google Form to collect CFP <p>August 16</p> <ul style="list-style-type: none"> ● Monthly board meeting via Zoom <p>August 22</p> <ul style="list-style-type: none"> ● Pre-Conference CFP sent by Sarah <p>September 6</p> <ul style="list-style-type: none"> ● Conference CFP due ● Lightning talks CFP due <p>September 20</p> <ul style="list-style-type: none"> ● Monthly board meeting (NSUBA) <p>October 4</p> <ul style="list-style-type: none"> ● Conference planning meeting (Zoom) <p>October 11</p> <ul style="list-style-type: none"> ● Notify Conference presenters <p>October 25</p> <ul style="list-style-type: none"> ● Monthly board meeting (Zoom) ● COIL Conversations and Coffee <p>October 28</p> <ul style="list-style-type: none"> ● Pre-Conference creativity panel & lightning talks 1-3pm via Zoom <p>September 3 (potentially)</p> <ul style="list-style-type: none"> ● Conference registration deadline (to be decided) 	Touch base with Karl before sending CFP form*	*Sarah	*7/22

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	November 8 <ul style="list-style-type: none"> ● Annual Conference Late November? <ul style="list-style-type: none"> ● Member survey (tabled) 			
Roundtable	Nothing reported.			
Upcoming Votes	Conference Registration Fees Endowment Policy: via email before the August 16th meeting Keynote Speaker Contract: pending language changes Conference lunch caterer: pending quotes Conference registration rates: August 16th meeting			
Next Board Meeting	August 16th 11:30 a.m. via Zoom.			

Adjourn at 1:04 p.m.

Submitted by
 Bethie Seay, OK-ACRL Secretary
 July 19, 2024