



OK-ACRL Meeting

September 20, 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

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

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

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

Absent:

Karl Siewert (they/them), Web Manager

Call to order at 11:31 a.m.

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
Approval of the August 2024 meeting minutes	A motion (Marianne) and a second (Clarke) were made to approve the August minutes. The motion passed.			
Reports				
COIL Chair	<p>COIL met 9/19 and decided to add a Board Member-at-Large to the COIL board, and will fill the position in the coming year. Other COIL Board updates:</p> <ul style="list-style-type: none"> ● Adam will not continue as Secretary. ● Katherine is interested in staying, and might be willing to step in as Secretary. ● Kaitlin might not be able to continue as Web Manager. ● April Miller might run for Chair Elect. <p>Upcoming coffee get-together date TBD. Related discussion: Upcoming Meetings</p> <ul style="list-style-type: none"> ● No meeting on October 4th ● In-person October 25th at TCC NE ● COIL coffee meeting postponed until December 			
Treasurer	<p>Report available in Google Drive. Report highlights:</p> <ul style="list-style-type: none"> ● Total balance: \$10,097.47 ● Checking balance: \$5,676.43 ● Endowment savings balance: \$4,421.04 <ul style="list-style-type: none"> ○ \$1.31 interest earned <p>Ashley received no updates on the BOK credit card</p>			

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	application/denial. Emrys plans to call BOK to follow up.			
Endowment Chair	Report available in Google Drive. <ul style="list-style-type: none"> • \$98 Paypal balance Emrys is still having meetings about fundraising directories at Central Library, and is still working on the grant through BOK. Board member giving percentage rose from 20% to 40%.			
Web Manager	Karl is out on medical leave. Nothing new to report. See the Conference Marketing discussion.			
Old Business				
Conference Sponsors	Sponsorships Subcommittee: Clarke, Emrys, Amanda, Sarah, Ashley <ul style="list-style-type: none"> • OSU Libraries is planning to donate \$500 			
Conference Catering	<ul style="list-style-type: none"> • Ludger's boxed lunch quote for 60 people: \$823.33 • Natv has been very slow to respond. Ruled out. • The Board has no issues with the Ludger's quote, but Lambrusco'z and Elote will be contacted to get other quotes just in case. Registration form now includes dietary restriction options (select multiple: gluten-free, vegetarian, vegan) without listing the caterer so that registration will not be delayed.	Lambrusco'z & Elote quotes*	*Marianne	*9/27
Conference Marketing	Subcommittee: Karl, Emrys, Zane Graphics in the Drive <ul style="list-style-type: none"> • Zane is now a manager for the Facebook page and has 	Confirm title of Keynote*	*Sarah	*ASAP

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	<p>been posting.</p> <ul style="list-style-type: none"> ● Janet's headshot and bio are in the Drive ● Keynote title needs to be confirmed with Janet before posting on social media. ● Clarke has editing permissions for the website, can add graphics in Karl's absence 	<p>Send confirmed title to Marketing*</p> <p>Add graphics to website**</p>	**Clarke	
Pre-Conference Creativity Panel & Lightning Talks	<p>Subcommittee: Sarah, Clarke, Marianne, Zane October 28th 1pm-3pm Spreadsheet in Google Drive.</p> <p>Panel presenters:</p> <ul style="list-style-type: none"> ● Simon Ringsmuth: video creation ● Shannon Austin: makerspaces ● Adam Brennan: games and gamification ● Kristi Wyatt: emerging tech ● James Burnes: exhibits <p>Subcommittee will meet again on 10/1</p>			
New Business				
Opening Registration	<p>Registration Form</p> <ul style="list-style-type: none"> ● A separate form should be created for the pre-conference. Links can be included in each form's introduction to link to the other. ● Registration links will be added to the general website and conference page. 	<p>Create Pre-Conference reg. form*</p> <p>Add links to website/conf. page**</p>	*Zane & Emrys **Clarke	*ASAP
Conference	Proposals	Notify presenters	*Sarah	

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	<ul style="list-style-type: none"> ● 3 submissions for virtual lightning talks (after/separate from the creativity panel) <ul style="list-style-type: none"> ○ A motion (Zane) and second (Ashley) were made to approve all 3 submissions for the virtual lightning talks. The motion passed. ● 10 submissions for in-person sessions <ul style="list-style-type: none"> ○ Scheduling can be done in more detail later, but the Board agrees for now that 10 presentations is a good number for a full day with breakout sessions. ○ A motion (Bethie) and second (Marianne) were made to approve all 10 submissions for the in-person presentations. The motion passed. <p>Program</p> <ul style="list-style-type: none"> ● Printed conference folders could include map, sponsor ads, and abbreviated schedule. ● Detailed program can be digital. ● Sponsors can additionally be honored in signage at check-in table and slideshow signage. ● Marketing subcommittee will handle designing the program. ● Ashley can print individual sheets for folders. <p>TCC NE rooms</p> <ul style="list-style-type: none"> ● Ashley is working on confirming specific rooms. <p>Parking logistics</p> <ul style="list-style-type: none"> ● Parking is free and abundant. <p>Signage & maps</p> <ul style="list-style-type: none"> ● External map 	<p>of acceptance*</p> <p>Begin drafting schedule**</p>	<p>**All</p>	

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	<ul style="list-style-type: none"> Ashley is working on campus/parking maps, and will begin thinking about signage. <p>Nametags</p> <ul style="list-style-type: none"> Ashley has plastic badge holders. Sarah will check the tub for sticky name tags etc. <p>Hotel</p> <ul style="list-style-type: none"> The Board agreed not to create a hotel block or recommend specific hotels. Sarah is waiting to hear back from Janet about hotel. 			
OCALD	Sarah presented at the OCALD meeting on 9/5 and promoted the conference.			
Member Survey	Late november? Tabled for now.			
2025 Elections	Amanda will work on open positions/logistics/timing before the next meeting.			
Roundtable	Nothing reported.			
Next Board Meeting	October 25th 11:30 a.m. at TCC NE (with Zoom link if needed).			

Adjourn at 1:01 p.m.

Submitted by
 Bethie Seay, OK-ACRL Secretary
 September 20, 2024