



OK-ACRL Meeting

October 25, 2024

11:30 a.m. - 1:00 p.m.

Location: Tulsa Community College Northeast & 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

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

Emrys Moreau (she/her), Development Coordinator

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

Karl Siewert (they/them), Web Manager

**Absent:**

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

Call to order at 11:30 a.m.

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
Approval of the <a href="#">September 2024</a> meeting minutes	A motion (Amanda) and a second (Emrys) were made to approve the September minutes. The motion passed.			
Reports				
COIL Chair	<p>Not much to report. Coffee &amp; Conversations has a tentative date of December 5th at Foolish Things. Sarah suggested that we consider having it on the same day as the changing of the guard lunch (tentatively on Dec 6th).</p> <p>COIL is having trouble finding a chair-elect. Please spread the word.</p>			
Treasurer	<p><a href="#">Report available in Google Drive.</a></p> <p>Report highlights:</p> <ul style="list-style-type: none"> <li>● Total balance: \$10,963.20</li> <li>● Checking balance: \$6,540.89               <ul style="list-style-type: none"> <li>○ \$1,195 deposit, gold level sponsor from our libraries, 3 conf registrations</li> <li>○ Withdrew 330.54 withdraw to pay credit card for speaker hotel</li> </ul> </li> <li>● Endowment savings balance: \$4,422.31               <ul style="list-style-type: none"> <li>○ \$1.27 interest earned</li> </ul> </li> </ul> <p>Emrys called BOK about the credit card, and discovered the paperwork had not been processed once it got to the bank. We are eligible and the account was approved by the underwriters, but the fax system caused the</p>			

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	miscommunication.			
Endowment Chair	<p><a href="#">Report available in Google Drive.</a></p> <ul style="list-style-type: none"> <li>● \$1,422.61 Paypal balance <ul style="list-style-type: none"> <li>○ \$135.24 Endowment</li> <li>○ \$1,287.37 Conference</li> </ul> </li> </ul> <p>Emrys is planning to meet with Allison about the foundation directory in December, to look into avenues for grants and donations. Waiting to hear back from the BOK grant. Board member giving percentage rose from 40% to 50%.</p>	Endowment QR code at the conference*	*Emrys	
Web Manager	Website updates have continued on track. Karl is working on a knowledge transfer document. The narrative portion may be added to the Google Drive, but passwords will only be directly handed off to the new Web Manager.			
Old Business				
Pre-conference Creativity Panel & Lightning Talks	<p>Monday, October 28th 1:00pm - 3:00pm via Zoom Subcommittee: Zane, Clarke, Sarah, Marianne.</p> <ul style="list-style-type: none"> <li>● Panel: 1pm - 2pm <ul style="list-style-type: none"> <li>○ 5 speakers</li> </ul> </li> <li>● Lightning talks: 2pm - 3pm <ul style="list-style-type: none"> <li>○ 3 speakers</li> </ul> </li> </ul> <p>Zane will moderate. Sarah will be on the call by 12:45pm. All speakers and presenters have been contacted. The slides are all in the pre-conference folder. It will not be recorded. One last email will be sent as a reminder to register. Another email with the zoom link will be sent to registrants.</p>	<p>Send membership email reminder for pre-conference*</p> <p>Email registered attendees zoom link again**</p>	<p>*Emrys</p> <p>**Zane</p>	<p>**ASAP</p> <p>**Mon 10/28</p>

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2025 Elections	<p>Amanda received 2 responses from the listserv. There are a total of 4 people interested in Board Member at-large, and 1 for Web Manager. 0 responses so far for President-eElect</p> <p>Amanda is still accepting suggestions for people to contact and will reach out to potential candidates on Monday/Tuesday of next week.</p> <p>The openings will be mentioned in the pre-conference on Monday.</p> <p>Ballot will be open 11/7 - 11/13.</p>	<p>Send ballot QR code to Emrys*</p> <p>Contact potential candidates*</p>	*Amanda	*10/29
Conference Registration	An email will be sent with the last chance to register for the Conference. Registration closes on Monday 11/4.	Email last chance for registration*	*Sarah	*10/31
Conference Catering	Marianne will order food from Elote on Tuesday 11/5.			
TCC Logistics	<p>Campus maps will be emailed before the conference. Maps are in the marketing folder of the Google Drive.</p> <p>Sarah will bring fancy signage holders (from OLA) for the welcome table.</p> <ul style="list-style-type: none"> <li>Let Sarah know of anything else to bring for the table (tablecloth, banner, etc.).</li> <li>Expect an email from Sarah to discuss Tub-o-Stuff contents.</li> </ul> <p>TCC coffee shop seating is open at 7am, the shop opens at 7:30am. Board members will arrive between 8 and 8:30am.</p>	<p>Send program graphics to Ashley*</p> <p>Print programs**</p> <p>Tub-o-Stuff contents email†</p>	<p>*Emrys</p> <p>**Ashley</p> <p>†Sarah</p>	<p>*11/6</p> <p>**11/7</p> <p>†ASAP</p>
Nametags	55 registrants currently. Ashley has plenty of plastic badge holders.			

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	<ul style="list-style-type: none"> <li>● Emrys will design the name tag layout</li> <li>● GAs will fill in attendee names</li> <li>● Ashley will print the documents.</li> <li>● Some blank extras will be saved for the day-of.</li> </ul> <p>Ashley requested to order more folders for the conference (none opposed).</p>			
Member Survey	Tabled until the new year.			
New Business				
Dinner with Janet	<p>Thursday, November 7th around 6:30pm.</p> <ul style="list-style-type: none"> <li>● Location TBD.</li> <li>● Janet will be asked dietary restrictions and likely hotel arrival time. Board members will discuss restaurant ideas.</li> </ul> <p>Ashley will meet Janet at the hotel for check-in.</p>	<p>Email Janet about dietary &amp; arrival*</p> <p>Dinner ideas email**</p>	<p>*Sarah</p> <p>**Sarah, All Board Members</p>	<p>*ASAP</p>
Conference Details	<p><a href="#">Detailed schedule is in Google Drive.</a></p> <ul style="list-style-type: none"> <li>● Breakfast food notes: bagel/coffee pickup from Einstein Bagel or Panera (Zane will check the menus). Gluten-free offerings will be purchased from Costco (Ashley). <ul style="list-style-type: none"> <li>○ Check what cups, sugar, plates etc. are provided by the restaurant</li> </ul> </li> <li>● Lunch notes: check with Elote about provided utensils</li> <li>● Afternoon snack notes: Costco, will only need napkins</li> </ul> <p>Feedback form</p> <ul style="list-style-type: none"> <li>● Emrys and Clarke will work on updating the form from</li> </ul>	<p>Contact registrants about accessibility requests*</p> <p>Sort out room moderator assignments**</p> <p>Check breakfast menus &amp;</p>	<p>*Sarah</p> <p>**All Board Members</p> <p>†Zane</p>	<p>*ASAP</p> <p>**ASAP</p> <p>†ASAP</p>

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	<p>last year.</p> <p>Preliminary info will be sent to registrants with brief schedule, maps, lunch, wifi, etc. on Tuesday 10/29. Speakers will be sent their time slots on Tuesday 10/29.</p> <p>Door prizes:</p> <ul style="list-style-type: none"> <li>● Two \$20 <a href="#">books</a></li> <li>● Two \$25 bookshop.org giftcards</li> <li>● Total of \$90</li> <li>● Ashley will order the physical books now. Winner details will be collected day-of for gift cards.</li> </ul>	<p>supplies<sup>+</sup></p> <p>Registrant info &amp; speaker info emails<sup>++</sup></p>	<p><sup>++</sup>Sarah</p>	<p><sup>++</sup>10/29</p>
Roundtable	Nothing reported.			
Next Board Meeting	December 6th (tentative) for Changing of the Guard.			

Adjourn at 1:20 p.m.

Submitted by  
Bethie Seay, OK-ACRL Secretary  
October 25, 2024