



OK-ACRL Meeting
January 30, 2025
1:30 p.m. - 3:00 p.m.
Location: Online via Zoom

Present:

Amanda Schilling (she/her), President
Sarah Burkhead Whittle (she/her), Past President
Matt Upson (he/him), Vice-President/President Elect
Grant Jones (he/him), Treasurer
Casey Lowry (she/they), Web Manager
Bethie Seay (she/they), Secretary
Emrys Moreau (she/her), Development Coordinator
Ona Lou Britton-Spears (she/her), Board Member at-large
Risa Jensen-Jones (she/they), Board Member at-large
Zane Ratcliffe (she/they), Board Member at-large
Caitlin Cundiff (she/her), COIL Chair

Absent:

Call to order at 1:30 p.m.

Agenda item	Discussion	Tasks	Person responsible	Due date
Approval of the December meeting minutes	A motion and a second were made to approve the December minutes. The motion passed.			
2025 Board Members	<p>Outgoing: Clarke Iakovakis, Ashley Bean, Karl Siewert, Marianne Myers</p> <p>Incoming: Matt Upson, Grant Jones, Casey Lowry, Ona Lou Britton-Spears, Risa Jensen-Jones</p> <p>Full list of members for 2025:</p> <ul style="list-style-type: none"> ● President: Amanda Schilling (she/her), OU Norman ● Past President: Sarah Burkhead Whittle (she/her), NSU ● Vice-President/President Elect: Matt Upson (he/him), OSU ● Treasurer: Grant Jones (he/him), OU-Tulsa ● Secretary: Bethie Seay (she/they), OU-Tulsa ● Development Coordinator: Emrys Moreau (she/her), OU-Tulsa ● Web Manager: Casey Lowry (she/they), UCO ● Board Member at-large: Zane Ratcliffe (she/they), OSU-Tulsa ● Board Member at-large: Ona Lou Britton-Spears (she/her), Connors State ● Board Member at-large: Risa Jensen-Jones (she/they), UCO ● COIL Chair: Caitlin Cundiff (she/her), OSU-IT <p>Archivist: Andy Taylor's term technically ended at the end of 2024. Every 3 years, the existing Archivist can choose to either step back or continue for another 3 years.</p>	Check with Andy about continuing as Archivist*	*Amanda	*ASAP

Agenda item	Discussion	Tasks	Person responsible	Due date
New Members Introduction & Orientation	<p>Members introduced themselves. Board member list/contact info on the website is being updated.</p> <p>Incoming board members were granted access to the Google Drive.</p> <p>Reviewed event schedule:</p> <ul style="list-style-type: none"> ● COIL conference in the summer ● Annual conference in November 			
Reports				
COIL Chair	The list of COIL Board members will be sent via listserv soon.	COIL Board list*	*Caitlin	
Treasurer	<p>Treasurer report available in Google Drive.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> ● Total balance: \$12,500.54 ● Checking balance: \$7,421.93 <ul style="list-style-type: none"> ○ Deposits: \$968.97 ○ Withdrawals: \$126.26 (outstanding service award) ● Endowment savings balance: \$5,078.61 <ul style="list-style-type: none"> ○ Deposits: \$18.13 (donations) ○ Withdrawals: \$500.00 (transferred to checking) ○ Interest accrued: \$1.49 <p>Ashley and Grant are working to get Grant's info transferred over to the BOK account. Working on cancelling the credit card with Ashley's info. Will begin the process of getting a new card after info is straightened out.</p>	<p>Sort out BOK account info*</p> <p>Sort out credit cards*</p>	*Grant, Ashley	*ASAP
Endowment Chair	<p>Endowment report available in Google Drive.</p> <p>Report highlights:</p>			

Agenda item	Discussion	Tasks	Person responsible	Due date
	Emrys/Grant on a quarterly basis. Takeaway: Should we have an alternative online payment method?			
Web Manager	<p>Karl handed off logins. Officers' basic info on the website has been updated, but still needs contact details. Email forwarding?</p> <ul style="list-style-type: none"> Currently, emails sent to "president@okacrl.org" etc. are forwarded to individual email addresses. Do we want to continue? General consensus is yes. Casey will update officer email addresses. <p>Will discuss google workspace with Karl to see where that left off.</p>	<p>Send Casey preferred contact info for website*</p> <p>Send old minutes to Casey**</p> <p>Update forwarding email addresses^x</p>	<p>*All</p> <p>**Bethie</p> <p>^xCasey</p>	<p>*2/13</p> <p>**2/1</p>
Old Business				
New Business				
Outreach & Marketing	<p>Should we stay on Facebook? We will need to transfer ownership of Facebook page from Karl. FB account has to be associated with/owned by someone's personal page. Zane stepped in last year to assist Karl, but Zane is no longer on FB.</p>	<p>Contact Karl to add Emrys, Amanda, Matt to FB admin*</p>	<p>*Casey</p>	<p>*2/13</p>

Agenda item	Discussion	Tasks	Person responsible	Due date
	<ul style="list-style-type: none"> ● Casey recommends adding a few different people as FB page admins. Maybe President and President-Elect should always be added in the future. ● Emrys says engagement has always been super low from Facebook. Email listserv has always been effective. ● Caitlin has found that Instagram gets better results, but is a lot of work. ● Bethie suggests that we could keep Facebook but no longer post, and use it to direct people to the website. ● Takeaways: will continue with Facebook for now. Make posts for specific events (maybe have OLA share it), but low maintenance. Casey will make sure content gets posted, Zane and Emrys will help create content. 			
OLA Conference	<p>March 12-14 in Norman OK-ACRL usually has a booth, costing \$100 for non-profits. Booth volunteers TBD. Bethie made a sign up sheet. Vendor info is on OLA's website. A motion (Ona) and a second (Casey) were made to spend \$100 on a booth at OLA. The motion passed.</p>	<p>Check booth signup sheet*</p> <p>Register as exhibitor**</p>	<p>*All</p> <p>**Amanda/Grant</p>	<p>*ASAP</p> <p>**3/6</p>
Immediate Tasks	<ul style="list-style-type: none"> ● Added new members to Gdrive ● 2025 board meetings: <ul style="list-style-type: none"> ○ Second Thursday of every month at 1:30pm. ○ March meeting rescheduled to 3/27 due to OLA. ● Annual conference: <ul style="list-style-type: none"> ○ Choose a date at the Feb meeting. Potential options: 			

Agenda item	Discussion	Tasks	Person responsible	Due date
	<ul style="list-style-type: none"> ■ 11/14: conflicts with Core Forum ■ 11/7: conflicts with Brick and Click ■ 11/21 ○ Promote at OLA ○ Theme and keynote speaker: start to think and discuss 			
Later On	<p>Bylaw review: this year Outreach coordinator position: discuss Sarah's to-do list:</p> <ul style="list-style-type: none"> ● Board members will need to be submitted to the ACRL chapter roster. ● Submit conference recap report to ACRL. 	<p>ACRL chapter roster* Conference Recap Report**</p>	<p>*Amanda **Sarah, Emrys</p>	<p>*ASAP **July</p>
Roundtable	<p>Code of Conduct: Amanda asks if we should have one? Board members were receptive to the idea. Steal draw inspiration from OLA. OLA advocacy committee: Matt asks if our board has been involved at all? President has been invited to those meetings in the past. Sarah attended most last year. Matt is interested in attending going forward.</p>	Code of Conduct: generate some thoughts*	*All	
Next board meeting	February 13th at 1:30 p.m. via zoom.			

Adjourned at 2:50 p.m.

Submitted by
Bethie Seay, OK-ACRL Secretary
January 30, 2025