COIL Minutes

June 24, 2014 – Roger’s State University

Members present:, Magen Bedner, Adam Brennan, Sarah Clark, Kate Corbett, Megan Donald, Allison Embry, Jamie Holmes, Elizabeth Jones, Shannon Leaper, Krista Ramirez, Tammy Thomason, Sarah Whittle

Agenda:

* Conference Tasks
  + Registration – is open, 17 individuals registered so far
  + Adding presentation descriptions to websites/social media – in progress
  + Name badges – working
  + Folders, folder contents, handouts – working
  + Conference agenda – in progress, should be ready in early July
  + Conference evaluation forms – will look for last year’s form, Sarah Clark can produce a new one if necessary
  + Food – Adam & Beth: coffee, tea, snacks - $60-70 budget; Kate: trail mix for a.m.; Adam: fruit for p.m.; lunch: dine-around
  + Conference manager – Sarah Clark & Tammy will assist Allison
  + Introduction for presenters – Allison: we have 3 rooms at OSU-Tulsa, will do intro in main room/logistics/folders/call for new officers
  + Registration – Shannon will collect, cash/check only-no POs; give $ to Allison to transfer to Beth
  + Bring & set up banners and signs, recruit & announce – at end of conference
  + No door prizes, no OKACRL funds
  + OLA table – done
  + Save the date cards – done
  + Conference social media & conference LibGuide - done
* Addition conference information
  + OSU-Tulsa giving us the rooms for free
  + Presenter certificates – Allison
* Next year
  + LibGuide workshop @ OU in the Fall
  + Camtasia demo during the next year – Adam
* Demoed several LibGuides for best practices examples
* Next meeting will be July 18, 2014 unCOILed Summer Workshop – “Teaching with Technology” at OSU-Tulsa