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