

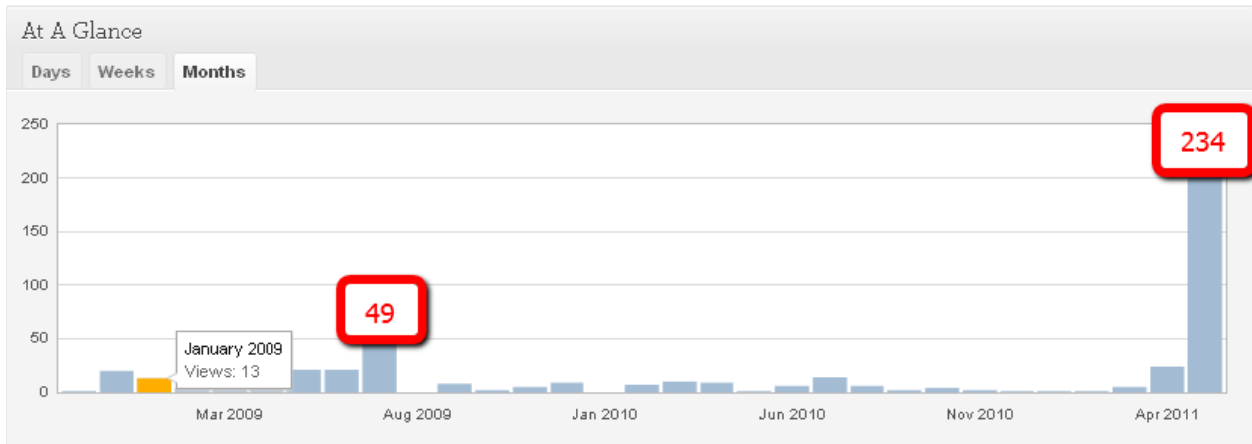
## COIL Meeting Minutes

3 June 2011

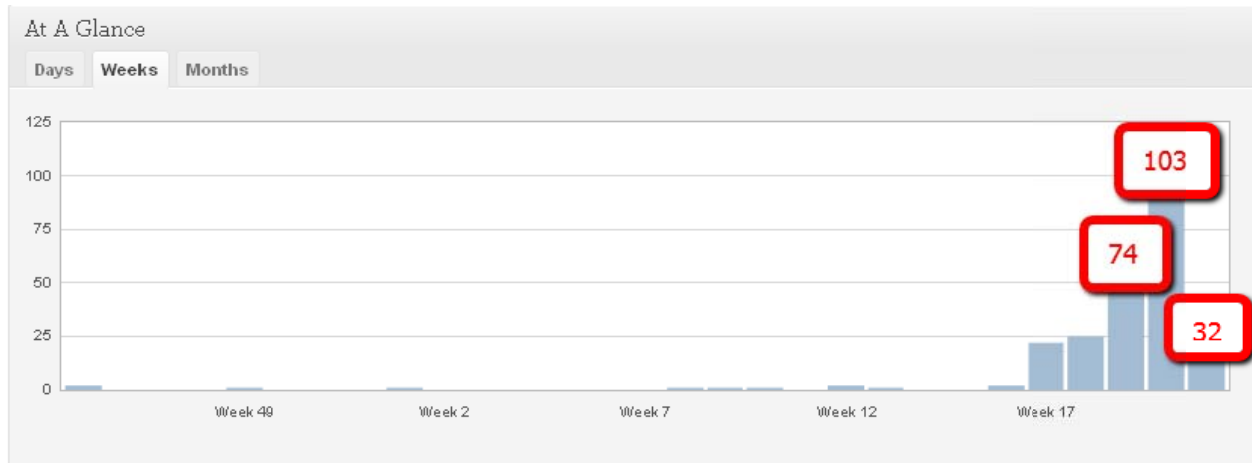
OU Tulsa Health Sciences Center

Attendees: Mike Meisenheimer, Emily Brown, Toni Hoberecht, Sarah Clark, Kim Smith, David Oberhelman, Paul Stenis

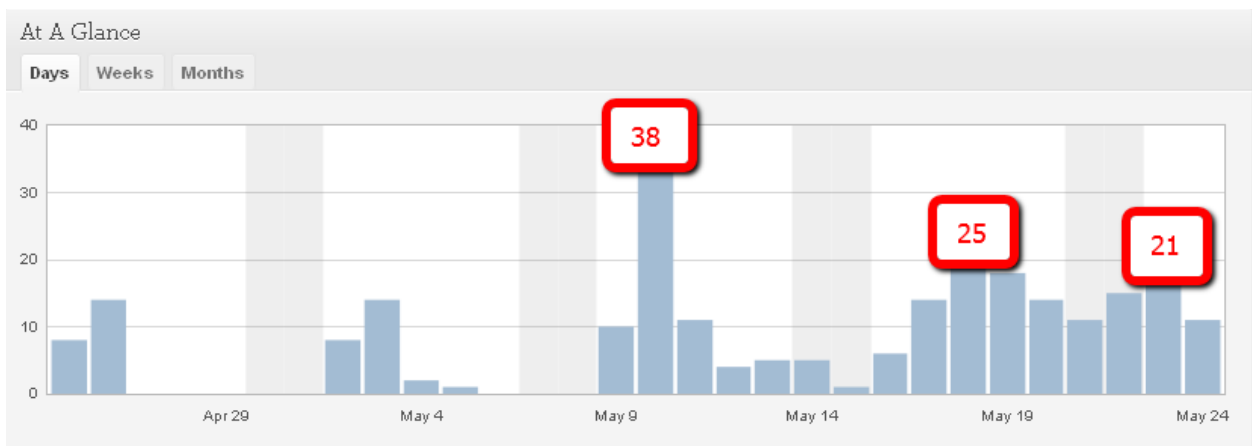
- Minutes
- COIL on Wheels
  - Advertising update
  - OCALD update
  - COW in Durant July 6<sup>th</sup>
    - Videos
  - COW in Claremore July 15<sup>th</sup>
    - Libguides
      - Jason Dupree and Clair Powers will be doing this one
  - COW has had a lot of interest
- Blog
  - Recent Posts- Emily asked us to take a look
  - Stats
    - By Month (screen caps 5/25/2011)



- By Week



- By Day



- Spreading the word
  - Emily has been sharing on facebook and twitter
  - Advertise to SLIS (Maggie and Dr. Martens)
  - Has been great for sharing info on uncoiled
- Features
  - Monday Musings – Sarah Clark
  - Tuesday Two.Oh – Emily Brown
  - Thursday Speaker Highlights (up to unCOILed)
  - Friday’s Making IL Visible – Toni Hoberecht
- Has been super popular (previously only 49 in a month now there are 234 hits in a month)
- Room for more bloggers? Volunteers?
  - What about a book review feature?
  - What’s everyone reading now? (books people are reading) For Mike, Nicole and David on Wednesday
  - Emily will add categories for the different topics/columns

- Workshop 2011
  - General
    - Will ask people to bring their own name tags (after name the mascot)
    - Number of attendees as of 5/31/2011
      - 20
    - Participation
      - We need to be more involved on Grou.ps
      - To make this successful the speakers and leadership need to get on and post
      - Ask questions to get the conversation moving
    - Session Structure- a slight change in format
      - Panel- brainstorm
      - Planning and Engaging will be two separate sessions for people to choose between
      - So that means there will be two to choose between in the middle of the day
      - Add a panel preview Q&A at the beginning for around 30 minutes, Mike and Toni will moderate
    - Parking
      - We can park right in front of the building that day but participants will have to tell the attendant they're with COIL
      - Emily will give people a slip when they register to remind them to tell the attendant
    - Schedule of Events
      - 9:00 Registration and breakfast
      - 9:30 Welcome and introductions
      - 9:45 Presentation preview and Q&A
      - 10:15 Break
      - 10:45 First sessions
      - 11:45 Dine around lunch
      - 1:15 Second sessions
      - 2:15 Break
      - 2:30 Final session (Sarah Clark)
      - 3:30 Closing
    - Contest
      - Toni's idea: Name the Mascot? From the flier! For a free conference pass
        - Judges: David, Emily, Sarah, Jessica
        - They will meet during the afternoon break to pick the winner
      - Put posters up on the whiteboards so people can draw the bottom of her face—for fun (not as a contest)

- Jobs
      - Set up
        - Emily, Paul, Nicole, and Mike
      - Money Collection
        - How much change do we need? Beth, Nicole
        - \$45 change and have a lot of \$5s
      - Break down/clean up
        - Sarah, Toni, Jessica
      - Audio/Visual
        - Smartboards
        - Presentation software, too
      - Dine-arounds
        - Emily has a list of restaurants and have leaders for the restaurants
        - We need at least one COIL member to sign up for each of the restaurants
  - Advertising
    - Posters
      - Emily has given some to Metropolitan
    - Did everyone see the ads on the Lists?
      - Lots of compliments on the list ads
    - Emily will find a gift for graphic designer
    - Certificates will be given to presenters (also COW presenters)
    - Send ad out again mid-June
  - Date
    - July 22nd
  - Food
    - Breakfast, etc. (Bagels, bananas, fruit salad, water and coffee)
    - Bring your own cups and mugs with your nametags
    - Refreshments
    - Trail mix (Kate Corbett COIL trail mix)
  - Swag
    - Request made for flash drive quote, quote not received yet.
    - Emily will use cafepress and put “Agatha Archivist” on a button, and she will send a mock up for approval
  - Packets—folders from OK ACRL and UCO, stuff them at set up time, handouts from the presenters, pens/pencils, agenda, dine around info, contest form, OK ACRL conference info, parking slip, COW ads (put paper at registration table for people to take), join COIL/get involved info, iCon flier
  - Signage for the rooms—Emily will make signs with session names
- Next Meeting:

- Proposed Date: July 1<sup>st</sup>
- At UCO
- For presenters to get the tour and learn the Smartboards
- At the post workshop meeting we will resume training and having speakers (maybe a tour of LibGuides from UCO) in August