

## COIL Minutes

March 6, 2013

Members Present: Adam Brennan, Allison Embry, Kristen Burkholder, Tammy Thomason, Andria Burton, Kate Corbett

Note: Meeting was held at the main Langston University

### Agenda:

- Upcoming UnCOILED workshop: The 2013 UnCOILED workshop will be held on July 12, 2013 at Langston University; call for conference presentations will go out in April, and registration is tentatively scheduled to open in May.
- Workshop fees: The registration fee for the unCOILED workshop will be \$15 per attendee. (Around 40 attendees are expected.)  
Assigned tasks for the workshop: Assigned tasks are as follows  
Sheila: Presentation descriptions on the OK-ACRL site  
Andria: Name badges, write conference agenda, bring and set up laptops and LCD projectors (with Tammy)  
Tammy: Folders and handouts, door prizes (With Beth and Allison?)  
Beth: Presenter gifts, possibly Amazon gift certificates (with Allison)  
Kate: Conference manager  
Adam: Information/ introductions for presenters, signs, etc.  
\*Adam suggested that Nathalie from TCC should be in charge of conference pictures and videos
- Tentative Conference Schedule:  
8:30-9:30: Registration and coffee  
10-11: Session 1  
11-11:15: Break  
11:15-12:15: Session 2  
12:15-1:20: Lunch  
1:20-2:20: Session 3  
2:30-3:00: Wrap up and drawings