

## **COIL February Officers' Meeting Agenda**

Attendance: Adam Brennan, Jennifer Campbell, Katherine Tennison

February 16th 2022 at 2pm

- Introductions
  - Jennifer Hulseley Cambell, COIL chair. At TCC.
  - Adam Brennan, Secretary. At TCC.
  - Katherine Tennison. At Southwestern. First year as a librarian. Is the chair elect.
- Website Update
  - No new updates.
- Social Media
  - Jennifr tried to log into Twitter, but no go. When Lisa comes back, I will try to log in. Adam is minding the FB page.
- Blog Posts?
  - No one has interest in resuming these, feels dated. Did talk about tweeting.
- UnCOILed Brainstorm
  - Discussed possible in person locations. Feedback from 2021 unCOILed was a desire to have an in-person session. Would like to plan for in-person. 9:30 - 3:30 timeframe. Discussed TCCL Central as a location with a walking lunch. Happy hour afterwards. Adam will look into booking. Looking at June 24th (Friday)
  - Theme: assessment. Can do program assessment, assessment in the classroom for learning, and even collection dev assessment.
  - Keynote: We could ask AllisonTift to speak.
  - Charge, but keep it cheap. 10- 20 bucks. We want coffee! Maybe a folder with a map of downtown.

### **Next Meeting:**

- Adam to nail down the location.
- Jennifer will reach out and see if Allison can keynote. Reach out to the Treasurer and make sure of our payment methods.
- Next month, plan agenda, timetable for registration and sessions. Marketing materials.

Minutes: Adam Brennan

## COIL March Officers' Meeting Agenda

March 24th 2022 at 3pm

- Good of the Order, Top of Mind
  - No new updates
- Website Updates.
  - Lisa will do some updates for unCOILed
- UnCOILed:
  - Date: June 23rd instead of 24th?
    - A lot of librarians are working half days on Fridays. Group voted to move the event to June 23rd, a Thursday.
  - Location pros and cons discussion
    - Problem with TCCL: have to wait 60 days to reserve space. Jennifer did find some space at Metro campus in the student union. Parking is good and food is close. The group liked the location and ratified it.
  - Theme
    - The team had previously discussed assessment. Could do social media assessment, diversity assessment, program assessment. Classroom assessment.
      - Titles: Jennifer mocked up a graphic with an art deco/ nouveau theme since its in tulsa. Could pair it with a deco walking tour for lunch (self guided). Group liked it. The title "Art of Assessment"
      - Theme can be broader than instruction assessment since we all wear so many hats.
      - The group talked about the assessment for the event, and ideas such as standardized assessment (from Project Outcome)
  - We have a keynote speaker!
    - Keynote speaker is Dr. Tift, assessment specialist. She will talk about college assessment methods. Think about tying in a broader assessment to the library.
  - Possible schedules
    - Sample: [UnCOILed 2022 Sample Schedule](#)
    - Doing 40 minute sessions (30 minutes presentation, 10 for questions)
    - Fine tuned a sample schedule, including poster sessions
  - Call for proposals?
    - Should go out late April; announce by late May.
  - Walking Lunch/Self Guided Tour?  
<https://decopolis.net/pages/deco-district-walking-tour-map>
  - Happy Hour?
    - Do the Vault's Tom Tom room
  - Award?
    - Might be nice to plan for the fall.
  - Branding: This kind of vibe?  
<https://www.canva.com/design/DAE4uyzT3h0/s6fBF-HDzMAclyhIQeHVxQ/view?>



- f) Decide on happy hour location
  - i) <https://elginparkbrewery.com/locations/tulsa/>
  - ii) <https://fasslerhall.com/locations/tulsa/>
  - iii) <https://www.thelocalbison.com/>
  - iv) <https://mexicalibordercafe.com/>
- g) Registration- open on June 6th. We wont close it so people can access afterwards.
- h) Anything Else?

III. New Business: no new business

IV. Adjourn

## **COIL September Officers Meeting Agenda**

September 14, 2022

3:00 pm - 4:00 pm

I. Approval of the Minutes

II. UnCOILed 2022

- a) Survey Results: [UnCOILed 2022 Survey](#)
- b) Zoom Recordings:

[https://docs.google.com/document/d/1T1SYdjKVRZS0vUvtV2mcbvdBOdosYkcit\\_ODpNMeN\\_s/edit](https://docs.google.com/document/d/1T1SYdjKVRZS0vUvtV2mcbvdBOdosYkcit_ODpNMeN_s/edit)

III. Bylaws: Do these need updating?

<https://docs.google.com/document/d/1vEHJ3LhbzzSVgc0hG3A6JRpUmgYxmb6MRu8o8yf35mk/edit>

Proposed Updates: **Article III: Organization**

### **Section 1: Officers.**

The officers of COIL shall be a chair, chair-elect, secretary and a webmaster. The past chair shall serve as a member of the Steering Committee automatically upon completion of office term, and shall serve as advisor to the current officers, and shall work closely with the chair toward the organization's goals for the year.

### Section 4: Duties

d. The webmaster shall maintain the [www.coil.okarcl.org](http://www.coil.okarcl.org) website using the WordPress platform. Duties include making graphics and creating posts, organizing the site in a logical format, and maintaining current and accurate information. The Webmaster also helps coordinate the annual COIL workshop.

### Section 5: Vacancies

d. If the office of webmaster becomes vacant, the Steering Committee shall, at the earliest possible date order a special election for the purpose of filling the office and shall serve in that capacity until the next regular election.

## **Section 6: Steering Committee.**

The Steering Committee shall be composed of the Past Chair, Chair, Chair-Elect, Secretary, **and Webmaster**. The Steering Committee shall plan meetings and other activities, will officiate at elections and other circumstances that require a ballot vote, and will have general oversight of the organization.

IV. Elections

V. New Business:

VI. Adjourn

## **COIL September Officers Meeting Minutes**

September 14, 2022

3:00 pm - 4:00 pm

Attendance: Adam Brennan, Jennifer Campbell, Lisa Grimes, Katherine Tennison

### **Approval of the Minutes**

Motion to approve passed.

## **UnCOILed 2022 Debriefing**

Survey Results: [UnCOILed 2022 Survey](#)

The team discussed the results of the survey from the 2022 workshop. Nine responses to the survey. Theme and date were well received. Small criticism on marketing. There is a desire to rotate the venue. Mixed opinions on the streaming option.

Zoom Recordings:

[https://docs.google.com/document/d/1T1SYdjKVRZS0vUvtV2mcbvdBOdosYkcit\\_ODpNMeN\\_s/edit](https://docs.google.com/document/d/1T1SYdjKVRZS0vUvtV2mcbvdBOdosYkcit_ODpNMeN_s/edit)

Bylaws: Do these need updating?

<https://docs.google.com/document/d/1vEHJ3LhbzzSVgc0hG3A6JRpUmgYxmb6MRu8o8yf35mk/edit>

The group discussed bylaws: technically we don't have a webmaster into the bylaws, since this is a position that is voted on. Proposed changes to the bylaws in red would support adding the Webmaster as an official position. This would have to be voted on after made public to the group for two weeks.

Proposed Updates: **Article III: Organization**

**Section 1: Officers.**

The officers of COIL shall be a chair, chair-elect, secretary and a webmaster. The past chair shall serve as a member of the Steering Committee automatically upon completion of office term, and shall serve as advisor to the current officers, and shall work closely with the chair toward the organization's goals for the year.

Section 4: Duties

d. The webmaster shall..... Lisa can you fill in a little paragraph here?

Section 5: Vacancies

d. If the office of webmaster becomes vacant, the Steering Committee shall, at the earliest possible date order a special election for the purpose of filling the office and shall serve in that capacity until the next regular election.

**Section 6: Steering Committee.**

The Steering Committee shall be composed of the Past Chair, Chair, Chair-Elect, Secretary, and Webmaster. The Steering Committee shall plan meetings and other activities, will officiate at elections and other circumstances that require a ballot vote, and will have general oversight of the organization.

**Elections**

Probably hold in November. October would be when we start the call for nominations. Jennifer will put together a form for nominations that the group can vote on next time.

**New Business:**

No new business presented.

**Adjourn**

Next meeting oct 12<sup>th</sup> at 3:00 pm

Minutes by Adam Brennan

## COIL October Officers Meeting Agenda

October 19, 2022

3:00 pm - 4:00 pm

Attendance: Adam Brennan, Jennifer Campbell, Lisa Grimes, Katherine Tennison

### I. Approval of the Minutes

- Minutes were approved by the committee.

### II. Bylaws: Do these need updating?

<https://docs.google.com/document/d/1vEHJ3LhbzzSVgc0hG3A6JRpUmgYxmb6MRu8o8yf35mk/edit>

- The group discussed proposed changes to bylaws from last time. Jennifer proposed we modify our bylaws (in red below). Bylaws were approved unanimously.

### III. New Officer Nominations Form

<https://docs.google.com/forms/d/1i6fEpVvI3iSlv5B4jUXHVyhAttEFn90Y3qMfGeiStb0/edit>

- The group made suggestions to the form (add an email field and a place to submit a short biography that will appear on the election ballot).

Proposed Updates: **Article III: Organization**

#### **Section 1: Officers.**

The officers of COIL shall be a chair, chair-elect, secretary and a web manager. The past chair shall serve as a member of the Steering Committee automatically upon completion of office term, and shall serve as advisor to the current officers, and shall work closely with the chair toward the organization's goals for the year.

#### Section 4: Duties

d. The web manager shall maintain the [www.coil.okarcl.org](http://www.coil.okarcl.org) website using the WordPress platform. Duties include making graphics and creating posts, organizing the site in a logical format, and maintaining current and accurate information. The Web Manager also helps coordinate the annual COIL workshop.

#### Section 5: Vacancies

d. If the office of web manager becomes vacant, the Steering Committee shall, at the earliest possible date order a special election for the purpose of filling the office and shall serve in that capacity until the next regular election.

### **Section 6: Steering Committee.**

The Steering Committee shall be composed of the Past Chair, Chair, Chair-Elect, Secretary, and Web Manager. The Steering Committee shall plan meetings and other activities, will officiate at elections and other circumstances that require a ballot vote, and will have general oversight of the organization.

#### IV. OK-ACRL Conference Nov. 11, 2022.

- Jennifer would like to promote elections at the conference. The plan is to send ballots a week before conference, promote election at conference, and then close elections a week later. Ballots to go out Monday the 24th. Nominations due on the 14th. Run elections from Nov 15th - 29th.

#### V. New Business:

- Jason approved the unCOILed conference at the library (in SWOSU, Weatherford). Hooray!

#### VI. Adjourn

- Group adjourned early

### **COIL November Officers Meeting Agenda**

November 16, 2022

3:00 pm - 4:00 pm

#### I. Approval of the Minutes

#### II. New Officer Nominations Form

<https://docs.google.com/forms/d/1i6fEpVvI3iSlv5B4jUXHVyhAttEFn90Y3qMfGeiStb0/edit>



### III. New Business:

- Jason approved the unCOILed conference at the library (in SWOSU, Weatherford). Hooray!

### IV. Adjourn

- Group adjourned early

## **COIL December Officers Meeting Agenda**

December 14, 2022

3:00 pm - 4:00 pm

Attendance: Adam Brennan, Jennifer Cambell, Nicole Sump-Crethar

### I. Approval of the Minutes

Minutes were approved!

### II. New Officer Nominations Form

<https://docs.google.com/forms/d/1i6fEpVv13iSlv5B4jUXHVyhAttEFn90Y3qMfGeiStb0/edit>

Not many nominations, so plan is to regroup in 2023. It has been a rebuilding year after covid.

### III. New Officers Transition

- a) Welcome Nicole!
  - i) Welcome Nicole! Folders have been shared with our new chair-elect.
- b) 2 spots open
  - i) For treasurer. Position to be opened up in 2023 again for nominations. Adam to serve another year as secretary.
- c) Katherine, are you all set? Katherine to give a COIL report for next session.

### IV. New Business:

No new business to discuss.

### V. Adjourn