NAME OF COMMITTEE: ACRL-OR Board

DATE :8-10-18	LOCATION: Portland Community College, Sylvania	PREPARED BY: Meredith Farkas, VP
PRESENT: In-person: Steve, Meredith, Molly, Stephanie, Katherine, Candise, Patrick, Chris Virtual: Aja, Tamara, Kim, Janet, Rick, Sarah NOT PRESENT: Angie, Bryan, Jackie		

AI = Action Item

SUBJECT	DISCUSSION	ACTION
Approve minutes (Steve)	Aja motioned to approve the seconds. Janet seconded. Minutes unanimously approved.	
Review Budget (Steve)	We are in the middle of the budget cycle. It looks like we are under income, but we are underspent, so we're in good shape.	

OLA conference follow up:
    Pre-conference cost sharing with LIRT (Steve)
    Evals sent to ILAGO/LIRT (Meredith)
	Steve confirmed that the revenue was split between LIRT and ACRL-OR for the Metacognition preconference. Preconference evals were sent to ILAGO/LIRT.	

2019 joint OLA/WLA conference
    Joint reception (Meredith)
    Collaborative programming (Steve)
	This Spring (2019) will be the joint conference year with WLA. We want to think about collaborative programming with our Washington Colleagues. We will add programming (sessions) planning collaboration with OLA-WA to the Preconference subcommittee. Janet suggested programming on interprofessionalism. Meredith has been in touch with Eli and Madeline about a reception and they said they'd like to do that and $300 (what we'd budgeted) was probably a reasonable amount to contribute. Meredith will continue to chat with Eli and Madeline about this.	Meredith and/or Steve will find out about the process to submit proposals for OLA/WLA Joint Conference.
		
		Meredith will talk to Sue about organizing a reception and who we need to talk to about that.

Menucha		
Keynotes (Steve)	Contracts are signed with all of our keynotes and we need to get verbiage about the conference on the website.	Steve will tell the keynote speakers about the hashtag for the conference. Steve will get text to Aja for the blog and the conference website. Janet will get bio information from Irene and a photo for publicity.
programs (Meredith)	Amanda Dalton has signed a contract to present about creating an elevator pitch. We only currently have four proposals. We want to cap posters at 10 this year as twelve was too crowded last time. We are going to print a half-sheet printed program for the conference. Meredith could use one more person on the program committee to evaluate programs.	Meredith will send a reminder to LIBS-OR and ACRL-NW about the call for proposals with the info about keynote speakers. Patrick will join Meredith in evaluating proposals if we have more than 8

		lightning talk proposals and 10 poster proposals.
Registration (Stephanie/Angie)	26 people are currently registered with just under $4000 as income. 9 for the preconference. We have not sold out of the Creevy rooms. Will we do printed schedules or not and who does that?	Steve will get information from Menucha about how many rooms and how many beds in each we have.
party (Molly)	Budget is $350 for party goodies.	Molly will look at receipts for what was bought for Menucha and plan around that.
Swag (to be assigned)	No one is currently assigned to swag. Registration is looking at car phone chargers (which would be $200). Other ideas are power banks and water bottles. In 2016, we spent $205 on swag with a unit cost of $2.50.	Kim will look into options for water bottles or other swag options for the conference.
Evaluation (Tamara)	Last time we had a single open-ended question. We'd like to call out some specific things. like facilities, speakers, etc. We want to ask about what they'd ideally like to see at a future Menucha, not just what they think of what we already do.	Tamara is going to create a draft evaluation.
OER preconference (Steve/Meredith)	We have 9 registrants. We can have 45 total for the room, though that will be tight.	Steve will look into capacity for Creevy room.
Scholarships: (Stephanie) Committee continuity Conflicts of interest	The committee developed documentation about the work of the scholarship committee so people can know what they are getting into as well as how to deal with conflicts of interest. The past-president will be the Chair of the committee from here on out. Rick and Kim will join the scholarship committee (in addition to Steve and Chris).	Stephanie will get the new scholarship committee up to speed.
Recording all scholarship winners on wiki	Stephanie did this! It will help us to know who has received scholarships in the past when we are evaluating current applications or reporting our activities.	Meredith is going to create Google Docs for each committee/Board work so we can better document what we do and where relevant documentation is.
Award for Excellence (Stephanie/Angie)	Angie has done a great job profiling past winners. The deadline for the Award for Excellence is at the end of August, but we're considering pushing it an additional week. We only have one application at this point and hope to get more.	The committee will do one last push to promote the Award. Stephanie will start it and touch base with Angie.
ACRL professional development webinars (Aja)	We have not used our allotment for this year. There are some upcoming webinars that look good, but we need to publicize them more. The webinars can be viewed later as non-live showings. Aja will put together some info on the webinars for promotion. The group focused on professional development webinars could help promote and coordinate this work too.	Aja will put together some info on the webinars for promotion. Aja will get the webinars on OER and the Framework.
ACRL-OR professional development webinars (Meredith)	We are going to do a survey in September to get a sense of what is needed to . Aja would like to join the merry band. We talked about perhaps doing the pilot with a well-known quantity in our community. We will in the future want a good amount of lead time for the proposals to come in and to evaluate then.	Meredith will send out a draft survey and ask for feedback and for participation in the group.
State Library report (Tamara)	Deadline for LSTA grant apps will be February 1st. Because of changes in the statewide DB contract, the titles in GVRL have changed. Arlene has had a lot of success with Learning Express training when student affairs staff attend too. Contact Arlene if interested.	Tamara will look into a blog post to promote Learning Express trainings.
Legislative report (Kim)	State Librarian position search failed and they are retooling. Senate passed a resolution on Net Neutrality, but the House is dragging their feet. Call your House reps about Net	Steve will follow up with Kim about drafting a post about pushing for net neutrality.

	Neutrality. Wyden and Merkley are trying to pass a Summer meals and Learning Act. It would make school libraries stay open at schools that provide free lunches.	
meeting schedule/locations (Meredith)	9/28 - Western States (Janet) 12/14 - Virtual 2/8 - WOU (Chris) 5/10 - OIT Klamath Falls (Aja) 7/12 - OCOM (Candise)	
Next Meeting	September 28th at 12pm at Western States.	

Action items:

All continuing and incoming Board members:
- Sign up for committee responsibilities

Meredith
- Meredith and/or Steve will find out about the process to submit proposals for OLA/WLA Joint Conference.
- Meredith will talk to Sue about organizing a reception and who we need to talk to about that.
- Meredith will send a reminder to LIBS-OR and ACRL-NW about the call for proposals with the info about keynote speakers. *Done!*
- Meredith is going to create Google Docs for each committee/Board work so we can better document what we do and where relevant documentation is.
- Meredith will send out a draft survey and ask for feedback and for participation in the group.
- Meredith will send out the call for committee participation and the blog schedule *Done!*
- Meredith will set up all of the Board meetings in GTM/Zoom and OLA Calendar
- Meredith and Patrick will evaluate proposals for the lightning talks and posters

Steve
- Meredith and/or Steve will find out about the process to submit proposals for OLA/WLA Joint Conference.
- Steve will tell the keynote speakers about the hashtag for the conference.
- Steve will get text to Aja for the blog and the conference website.
- Steve will get information from Menucha about how many rooms and how many beds in each we have.
- Steve will look into capacity for Creevy common room.
- Steve will follow up with Kim about drafting a post about pushing for net neutrality.

Janet
- Janet will get bio information from Irene and a photo for publicity.

Patrick
- Patrick will join Meredith in evaluating proposals if we have more than 8 lightning talk proposals and 10 poster proposals.

Molly
- Molly will look at receipts for what was bought for Menucha and plan the party/reception around that.

Kim
- Kim will look into options for water bottles or other swag options for the conference.

Tamara

- Tamara is going to create a draft evaluation for Menucha.
- Tamara will look into a blog post to promote Learning Express trainings. *Done!*

Stephanie
- Stephanie will get the new scholarship committee up to speed. *Done!*
- The committee will do one last push to promote the ACRL-OR Award for Excellence. Stephanie will start it and touch base with Angie. *Done!*

Aja
- Aja will put together some info on the webinars for promotion.
- Aja will get the webinars on OER and the Framework.