

Mar 25th, 9:00 AM

## Critlib Unconference Planning Meetings Notes

Critlib Unconference 2015 Administrators

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**Next Meeting at Hoiffman Hall! Yee-ha!**

**Critlib Unconference Planning Meeting**

Wednesday, March 18, 2014 1:00 - 2:00 PM PST/4-5EST

Dial - **(605) 475-3235**

Enter Access Code - 214288#

Facilitator:

Notetaker:

Here: Bob, Ian, Jenna, Kelly, Turner , Maura

Not Here: Anne, Annie,

Notebooks are shipped! Bob, please keep an eye out for them, thx. The BOBeye is out!

Registration update: 102 folks registered, 21 people on the waitlist as of 9:30pm ET 3/17

From Maura: Just putting this out there -- we're still good with keeping registration closed, right? I think so, but just wanted to run that by everyone one more time

Yes, please invite the waiting list. Give them the proposals link.

Printed program preview: [https://docs.google.com/document/d/14A7XHnT2E94V1K61x8U830R61u2OtET2EtmPiVQNE\\_Y/edit?usp=sharing](https://docs.google.com/document/d/14A7XHnT2E94V1K61x8U830R61u2OtET2EtmPiVQNE_Y/edit?usp=sharing)  
<https://www.dropbox.com/sh/a3jleposn3lujz/AAB3hgThZqtVfKL6k-ZAvQyza?dl=0> (back cover & center formatted)

put schedule in the center, maps on back

BINGO suggestions & prizes: Kelly will bring prizes

From Maura: Bingo item #5 is legit cracking me up :) - How about - "Emily Drabinski quotes Shanna Higgins, or Shanna Higgins quotes Emily Drabinski?"

Where should people post their shared notes? Can we embed the schedule doc in Weebly, help people link their notes within that document? Need to decide, then add this to the program. Notes: <https://etherpad.wikimedia.org/p/critlibuncon> <-----

From Maura: if this is resolved before I get here pls feel free to assign any website-related tasks to me, I should have time over the weekend to play around with it

Sign up to bring #X copies. Bob - 75; Turner - 75

Review schedule for the day

- icebreaker at the beginning?

- people to lead the introduction/Kelly, schedule-creating Jenna: wrangle Maura: scribe, and feelings-sharing portions: Annie

jobs: like registration (Ian/Anne?), food set up, end-of-day clean up

block out schedule, based on expressed interest [https://docs.google.com/spreadsheets/d/1Pb9xInVVXdH3qXC6jd-](https://docs.google.com/spreadsheets/d/1Pb9xInVVXdH3qXC6jd-mFFgghTAWLDB1euJxFy0REL4/edit#gid=0)

[mFFgghTAWLDB1euJxFy0REL4/edit#gid=0](https://docs.google.com/spreadsheets/d/1Pb9xInVVXdH3qXC6jd-mFFgghTAWLDB1euJxFy0REL4/edit#gid=0) (topics & schedule sheets)

TO DO LIST: [https://www.google.com/url?](https://www.google.com/url?q=https%3A%2F%2Fdocs.google.com%2Fdocument%2F%2F1JvYsLTH_XptCzkP5l8iSd76QuwN_G_8actlMAhOGGI%2Fedit%3Fusp%3Dsh)

[q=https%3A%2F%2Fdocs.google.com%2Fdocument%2F%2F1JvYsLTH\\_XptCzkP5l8iSd76QuwN\\_G\\_8actlMAhOGGI%2Fedit%3Fusp%3Dsh](https://www.google.com/url?q=https%3A%2F%2Fdocs.google.com%2Fdocument%2F%2F1JvYsLTH_XptCzkP5l8iSd76QuwN_G_8actlMAhOGGI%2Fedit%3Fusp%3Dsh)

Send out a final reminder email to participants?

- Include travel information/map

tentative schedule link

schedule of day -- arrive at 8:30ish (for the participants - volunteer(worker types) can come from 7:30 om)

solicit intro to critical theory lightning talk

Are we doing any assessment or follow-up afterward?

**Critlib Unconference Planning Meeting**

Wednesday, March 11, 2014 1:00 - 2:00 PM PST/4-5EST

Dial - **(605) 475-3235**

Enter Access Code - 214288#

Facilitator: Maura  
Notetaker: Kelly

Here people: Bob, Turner, Maura, Candise, Annie, Kelly

Can't be here people: Anne Leonard, Jenna, Ian

## AGENDA

Local logistics: whiteboards will go over in a van the day before (87% sure otherwise we'll ferry them over in the am)

Outline of print program. -- waiting until Kelly gets here  
- will have RD for next meeting, 3/18, final by 3/20 for all of us to print off -- next week, we can divvy up numbers

PSU Wifi <http://www.pdx.edu/oit/guest-wi-fi>

Crit Lib Topics <https://docs.google.com/a/pdx.edu/spreadsheets/d/1Pb9xlnVVXdH3qXC6jd-mFFgqhTAWLDB1euJxFy0REL4/edit#gid=0>  
- looks great!  
- ready for Jenna to send, Maura to email to let her know

- Nearby place for emergency supplies - PSU Bookstore (8:00 -6:00) or Safeway. (no hard liquor)

- Hoffman Hall open at 7:30 - volunteers at 8:00

For us, who will be here:

at 7:30:

Maura, Annie, Bob, Candise

Put your phone number in: [https://docs.google.com/a/pdx.edu/document/d/1JvvYsLTH\\_XptCzkP5i8Sd76QuwN\\_G\\_8acltMAhOGGI/edit](https://docs.google.com/a/pdx.edu/document/d/1JvvYsLTH_XptCzkP5i8Sd76QuwN_G_8acltMAhOGGI/edit)

## Critlib Unconference Planning Meeting

Wednesday, March 4, 2014 1:00 - 2:00 PM PST/4-5EST

Dial - **(605) 475-3235**

Enter Access Code - 214288#

facilitator: TBA et al.

notetaker: BOB et al

Here people: Bob, Kelly, Candise, Ian, Maura

Can't make it: Annie, Jenna, Turner

Maura might be a smidge late, but will be there!

## Agenda

Registration update:

- as of 9am EST today, 105 people registered, 19 people on the wait list

Swag update from Maura:

- everything's ordered, confirmed, proofs approved, and will be delivered to Bob at Portland State.

session proposals ([https://docs.google.com/spreadsheets/d/1vUqtm2gWyZ4-iNxqWudUajNw8mWfT90\\_q\\_H7I7yjN4/edit#gid=0](https://docs.google.com/spreadsheets/d/1vUqtm2gWyZ4-iNxqWudUajNw8mWfT90_q_H7I7yjN4/edit#gid=0))

Should we add the rough schedule to the website, so folks know what the day will look like? Sound like a good idea - who can do this? Maura.

Jenna, who is unable to make it to the call because teaching:

- consolidated the proposed sessions a teeny bit. Have a look and maybe someone take a second, more aggressive pass at it??? <-- Candise will! Thank you, Candise!

[https://docs.google.com/spreadsheets/d/1USsdtCprQFV7LUT2Hva-hsZng6zuGRE6nC6\\_J4eXeho/edit#gid=1215118065](https://docs.google.com/spreadsheets/d/1USsdtCprQFV7LUT2Hva-hsZng6zuGRE6nC6_J4eXeho/edit#gid=1215118065)

- My other concerns: getting stuff up on the website, like the day's schedule (we'll link it see above) and...okay I'm not sure what else!

Okay, I see this stuff has been brought up already, so consider me a +1 in absentia

To do list to done at [https://docs.google.com/a/pdx.edu/document/d/1JvYsLTH\\_XptCzkP5l8iSd76QuwN\\_G\\_8acltMAhOGGI/edit](https://docs.google.com/a/pdx.edu/document/d/1JvYsLTH_XptCzkP5l8iSd76QuwN_G_8acltMAhOGGI/edit) Feel free to add job ideas. I'll bring a copy to the Hall on the day of the conference to help us organize the organizing. (Bob) Setting up arrow/signs . Will have link to PSU wifi in program.(Bob to email to our list).

- Currently have 5 volunteers for set-up and 8 for clean-up crew -- Kelly will email them on March 18 to remind them of their duties (thank you anonymous green writing person!) :D set-up volunteers come at 8:00 (BOB will make sure we can be in a 8:00)

- Also 1 or 2 volunteers who agreed to document things (photos, etc)

- Some way to identify \*us\*? --> Kelly will bring armbands

For folks taking pics should we set up a Flickr (or other) place to post them? Jenna maybe would know? Could Storify on hastags later?

Maybe this? <https://dropevent.com/> or <http://www.yogile.com/> Storifying by photographer seems best (easiest).

Snacks:

- Kelly will email folks on March 18 who have signed up to bring food

- With some of our funds, can we buy: cups, napkins, milk? Possibly some coffee? (I'm happy to buy some things - here's my list so far: napkins, paper plates, paper cups, tea bags (i'm bringing a kettle), garbage bags....anything else to add?) Coffee will be brewed on site.

Supplies:

- Any other supplies we need? Maybe some flip chart type paper, anything else ? (I can get this too - Kelly & Bob)<-- People have agreed to bring markers, nametags, and sticky notes

Program: Jenna and Kelly are gonna work on this

- Include: blank schedule for people to write in, link to the PDX-un fun stuff and to the Crit ACRL document, link to code of conduct (and info about what to do if something happens), map of how to get to the food-carts/other food on campus, what else?, wifi info from Bob, donor list? Email anything else to Kelly that should be on the program.

- Is it totally unreasonable to ask people to print their own program and bring it? We might ask them to, but we could also each of us print 10 or so copies, and bring them Candise & Bob can print extras too.

Things to do the week of - add our phone numbers to "things to do page."

For email after today: (need to email this to Jenna for inclusion)

Hey everybody are you still planning on coming? If not, there's a waitlist of people keen to take your place!

If you haven't already added your votes to the topic list, please do.(Add link to Jenn's semi-collapsed list)

Point people to the rough schedule so they can scope out the time frame. (need to link that rough schedule to website.)

Maura to add to the website -- will be on this page: <http://critlib2015.weebly.com/schedule--logistics.html>

For an email the week of the event:

Remember to bring: a pen, heart, brain

### **Next meetings:**

March 11

Facilitator: Maura

Note-taker: Kelly

Outline of Program

March 18

Facilitator:

Note-taker:

### **Critlib Unconference Planning Meeting**

Wednesday, February 25, 2014 1:00 - 2:00 PM PST/4-5EST

Dial - **(605) 475-3235**

Enter Access Code - 214288#

Meet every two weeks for now, switch to every week in March?

facilitator: Ian

notetaker: Bob

Here people: Bob, Kelly (will be late), Ian,

Can't make it: Turner, Jenna, Candise

**Agenda:** Feel free to add! NOTE: we ended at 1:24 - Ian & I noted a few things below. Hope to meet next Wed & the following 2 as well!

Registration update

(from Maura) as of 2/27 we have 106 people registered and 18 on the wait list. should we let in the waitlisters? that's pushing us up over 100 even accounting for 10% attrition on the actual day.

Notebooks, stickers, buttons orders:

- \*most\* votes for black ink on the notebook -- make sure the # gets added to the critlib15
- use the # -- Maura was the only person to state a specific preference for a sticker, and that was for the top left option.
- Do we like the back of the notebooks, or is there something else we'd like added? our mission statement from the website? a mini map of PSU? room for signatures? Maura will order these per her email.

Lightning talks

Lactation space :

Email update from Maura/Bob: Bob, Katie Hassman is our lactation space user, and she thinks your office space sounds like a great solution, thanks! I let her know that you would email her to figure out the key handoff on the day of the unconference -- is that okay? She will need access to the fridge as well. Her email is: devries.hassman@gmail.com. I'm happy to help with any coordinating on the day of as well, if that would be useful.

To do list for next meeting? Bob will (to) do it.

Next meeting: March 4? Time: 1:00? All 2 of us talked about how we might want to meet the next 3 Wednesday's at the same time. Ian will email us to see if we're up for this.

facilitator: TBA

notetaker: tba

### **Critlib Unconference Planning Meeting**

Wednesday, February 11, 2014 1:00 - 2:00 PM PST/4-5EST

Dial - **(605) 475-3235**

Enter Access Code - 214288#

facilitator: Kelly

notetaker: Candise

Here People: Bob, Jenna, Candise, Ian, Maura, Anne, Kelly

Can't make it: Turner, Nicole, Annie

### **Agenda:**

\* Confirm # of participants (Bob)

-- As of 12:30pmEST today we have 110 registered, 14 on the waitlist (Maura)

Hold off on opening up the waitlist again.

\* Do we want to highlight sessions of the ACRL conference that resonate with "critical" - on a google Doc maybe Collaboratively? (Bob)

- Create a way to engage with people before the conference, could help generate proposal ideas.
- Send out to email list!
- Something like this maybe [https://docs.google.com/a/pdx.edu/document/d/1Oa62hjM8H\\_IN-DeVgXnXPWrAsO6waHGsw11wAIC23Hc/edit](https://docs.google.com/a/pdx.edu/document/d/1Oa62hjM8H_IN-DeVgXnXPWrAsO6waHGsw11wAIC23Hc/edit)
- Please add a note for folks to add to this + a link to the doc from the critlib website too?

\* "White boards on wheels" (not a band) 4 large & 6 small. Should I get some dry erase markers & erasers? (Bob)

Come back to this -- we may need other supplies for group breakouts

\* Swag to order? Do we have the logo? Maura volunteers to order the notebooks/stickers/buttons/whatever is decided on (Maura) Discuss mock-up that Kelly sent out.

- LOGO feedback:
  - Ask the designer to add "critlib" and 2015 to the logo -- maybe on the skateboard? Otherwise, we like!
  - Put the hashtag on the button -- #critlib2015
  - Single color option: PURPLE
- TO ORDER (from Portland Button Works):
  - Buttons: 250
  - Stickers: 250
  - Notebooks: 110?
- Ask registrants for donations to cover costs for notebooks
- Wait to order until we find out if registrants can cover any costs
- **Shipping Address (e.g. for UPS or FedEx):**
- Robert Schroeder c/o Portland State University
- Millar Library
- 951 SW Hall St
- Portland OR 97201
- (let me know if you're sending something so I can look out for it - Bob)

\*Donations update: do we need to tweak numbers of things? Send out a reminder to pitch in?

\*Volunteers the day of -- would be helpful to have a point person. (List of tasks started on the shared Google Doc)

- Add something to the website about volunteering
- Setup / Cleanup -- make sure we have people (and not everyone leaves right after)
  - 4 people have signed up to setup (plus Bob, Candise, and whomever else can help out)
  - 8 people have already signed up to stay after
- Let people know ahead of time that we'll have an etherpad or another notetaking place where the notes from the sessions can be posted -- people are in charge of posting their own stuff!
- Should we designate a volunteer contact person? Since Bob will be there at 8am, he can be a contact
- Bob will send out the map of Hoffman Hall

\*Update from structure subgroup / provide feedback on form Annie sent out

And Jenna's draft email: [https://docs.google.com/a/barnard.edu/document/d/1bjo0DYLzJ6ad592OcfAP4bT78gO\\_d-EcfbDBtLRVe1/edit](https://docs.google.com/a/barnard.edu/document/d/1bjo0DYLzJ6ad592OcfAP4bT78gO_d-EcfbDBtLRVe1/edit)

- Perhaps use toys to differentiate different tables
- We can't have a designated quiet room, but make it clear to participants that they can leave for headspace whenever they need to. The library is a great quiet spot.
- Ask people both what they want to see, but also what they want to present on. Make sure the difference is clear.
- For voting online: Is it important for people who submit to remain anonymous? Or should we manually create a Google Doc?
- Lightning Talks are curated through group email address.

\*email list

- Maura will try to import the names, but we might need to manually add them.
- EMAIL TO SEND: donations, ask people to let us know if they can't make it, proposals, volunteers?
  - link to ACRL sessions: [https://docs.google.com/a/ocom.edu/document/d/1Oa62hjM8H\\_IN-DeVgXnXPWrAsO6waHGsw11wAIC23Hc/edit](https://docs.google.com/a/ocom.edu/document/d/1Oa62hjM8H_IN-DeVgXnXPWrAsO6waHGsw11wAIC23Hc/edit)

**Next meeting: 2/25, 1PST**

Meet every two weeks for now, switch to every week in March?

facilitator: Ian

notetaker: Bob

**2/18 co-working time if you need it**

Wednesday, January 28, 2014 1:00 - 2:00 PM PST/4-5EST

facilitator: Ian

notetaker: Jenna

Here: Ian, Candise, Jenna, Annie, Nicole, Maura

Can't make it: Kelly, Bob, not sure about Ann bc won't be in PDX, Anne, Turner

## Agenda:

Waitlist, registration:

- at 2pmEST 40 people on waitlist, 3 people dropped out

We can accommodate more--up to 190!

Currently capped at 77

accept all of current waitlist/close reg?

**accept waitlist as of this moment, ask them to confirm, too Maura**

- Maura will email everyone registered and ask re: folks who won't be able to make it

**-give them a week to confirm Maura**

**-contact underrepresented floor offerer to confirm they'll take a dude Maura**

other things to include in email? **save for next week?**

**set up email list/group: Jenna**

- notebook fundraiser?
- lightning talks?
- scholarships?

There is also one person on the waiting list who has requested a scholarship, I don't know if we want to take that into consideration.

---> Can y'all come to some kind of conclusion and write it in here? I said I would send an update out to the donors once we'd decided.

Afternoon lightning talks (structure subcommittee/Jenna)

**Annie, Jenna & Nicole will draft email & procedures/curation**

Logo/design

- (See email -- just BW sketches at this point, will be color eventually). Ryan is going to make files to be a website banner, stickers, buttons, and a poster that we can use for signage.

- What feedback do we have? Like the general idea but want changes? Hate the general idea? Kelly's take: some of them are a bit...combative? It does make me think about professional wrestling, but that's neither here nor there. I like #5 and 6 the best, altho' again, I think #6 is maybe more combative?

-- Kelly will collect whatever feedback we have, and send it back to Ryan.

where are the rainbow dinosaurs?

current designs not like a logo, more like a campaign

**rainbow dinosaur doing something radical? wearing cat-eye glasses? brontosaurus, skateboarding** -- Like this? <http://wep.com/wp-content/themes/wep/gallery/Denver/full/17.jpg>

don't use any library stereotypes (except maybe books)-no bun, cardigan?

think button/sticker, not poster

what is text? name of uncon, just hashtag?

#critlib15

Critlib Unconference 2015

**our recommendation to Kelly & whoever decides about this:**

stickers

booklets, if possible with scholarship, buttons if not

Donations

- Scholarship donors overwhelmingly say we should do whatever we think is best. There were a few people who had reservations about some of the options. I do have their contact information, so we can earmark their donations -- that is, make sure that no one's donation goes to something they didn't want it to.

use \$100 scholarship money for childcare

the rest for notebooks, hold tight, donate locally after

Here's my take:

- We pay for childcare for the person who requested it. yes

- We maybe send out a carefully worded to registrants encouraging them to let us know if they could use a scholarship.

- Hold tight and see if there are other needs for money down the line. yes

- If there's unspent money, donate it to a local education non-profit (say p:ear or I Have a Dream). yes

### **Next meeting: 2/11**

facilitator: someone who wasn't here on 1/28, Ian will solicit a volunteer via email

notetaker: Candise

working time 2/4 for anyone available & who needs it

### **Tuesday, January 7, 2014 1:00 PM - 2:00 PM PST/4-5 EST**

Herepeople: Bob, Kelly, Candise, Ian, Maura, Turner, Jenna (TARDY)

(can't make it: Annie, Anne L, Nicole)

#### Agenda:

Registration check-in

- We are full! 76 registered!
- Waitlist after yellow highlight in spreadsheet, just FYI
- Let Maura know if you need access to the spreadsheet
- Need to update the facebook event page -- assigned to Jenna (only folks who are "hosts" can make changes) :)

#### Donations

- people have been quite generous!
- scholarships are funded completely, total of \$300
- don't need to settle on this right now, but we should decide what to do, perhaps outreach to folks who we want to attend?
- also other things might come up that require funds

#### Local info

- Bob is putting together a local guide to food, transit, other places to go
- Right now in a word doc, can be added to the website
- Kelly & Jenna had discussed making a print program, some of that info can go in there too

#### PR

- ScholCommCamp: Jenna talked to Char, we think? Wait til Jenna gets here?
- ACRL Insider: Since we're full, do we still want to ask them to run something on it, let folks know that it's happening and there's a waitlist?

#### Maura to do

- Also can identify sessions in the main conference that would be relevant
- Along similar lines, Dave Ellenwood putting together a subconference of critlib kinds of sessions, Bob will ask him where they are with that

#### Confirm times 9-3?

- yes!

#### Logo

- Kelly has some design students who could work on this, should have something to share in the not too distant future

#### Staffing/scheduling/logistics

- is it too soon to discuss what will happen day of?
- do we need to assign tasks?
- lots of us will be there at 8--did not sign on for that. lucky that'll be 11am my time!
- do we want to start making a list of things that will happen and who will be the contact/volunteer for that? sounds good! let's use the current google doc

#### Money!

- Jenna has the money
- Scholarships were funded first, just FYI
- Should we ask the folks who donated that money for their thoughts? it was just a few people who donated, so wouldn't be too hard to wrangle
- Also often the first folks who register don't need the scholarships, is there a way that we can do that? advertise?
- Kelly can contact the folks who donated and ask about 3 options: apply to get the whole amount (\$300), identify registered library

students/unemployed librarians to offer them, or advertise to bring in 15 additional people for the scholarships as-is (transit/lunch); also whether to use some of the \$ to pay for regular babysitter for the one person who said they'd use childcare if offered

- Jenna can send the \$40 for A/V to Bob

Anything else?

Next steps:

- Jenna to change facebook page
- Kelly to email scholarship donations

Next meeting?

- should we plan for biweekly (and opt-out if need be) from here on out?
- can use the time as coworking time if we don't need it
- Wednesdays at 1pm Pacific 4pm Eastern seems okay for everyone, let's book it biweekly starting 1/28

Next meeting 1/28/15

Facilitator: Ian

Notetaker: Jenna

### **Critlib Unconference Planning Meeting Agenda**

**Tuesday, December 16, 2014 1:00 PM - 2:00 PM PST/4-5 EST**

Dial - **(605) 475-3235**

Enter Access Code - 214288#

facilitator: Jenna

note taker: Anne

Jenna BOB NicoleAnne L. Maura Candise Turner Annie (candy <http://wellesleydentalgroup.com/blog/wp-content/uploads/2009/08/candy-drive.jpg> )

Agenda: What all do we need to do to hit go?

do we need a boilerplate email for lists or can we all just write our own messages to various lists?

Maura is receiving critlib emails from the website; will continue to manage messages until it's too much

Kelly is managing in-kind page; will send along \$ to Jenna

<https://docs.google.com/document/d/1-WoZWbUyqDPiazdaxsTbZxRL8fvMYIFYHK7McpSmagk/edit>

Website: <http://critlib2015.weebly.com/>

- do we want the "news" page, which is essentially a blog?

We will delete the News page but we can pull in the Twitter feed into About page -- Maura

- on the code of conduct, do we want to list ourselves (in whole or in part) as organizers? TK & we welcome suggestions

List organizers' names on CoC part of site, or use a not visually dependent identifier?

- other comments, feedback, suggestions?

Post a list of sponsors and donors -- Maura to add a page, delete News -- Maura will add once we have some sponsors/donors

- can we push the red button and start to promote?
- Add accessibility information about Hoffman Hall somewhere:

[http://www.pdx.edu/floorplans/sites/www.pdx.edu.floorplans/files/floorplans/accessibility/HOFF\\_ADA-Access.pdf](http://www.pdx.edu/floorplans/sites/www.pdx.edu.floorplans/files/floorplans/accessibility/HOFF_ADA-Access.pdf)

- Note that there will be gender inclusive bathrooms

Schedule and Logistics -- Maura to add accessibility, gender-inclusivity, maps/location info

- Is there a space where we can post a list of sponsors/donors? Maybe under news? -- Maura to add a page, delete News
- add schedule to schedule page [https://docs.google.com/a/barnard.edu/document/d/1bjo0DYLzJ6ad592OcfAP4bT78gO\\_d-CfbDBtLRVe1/edit](https://docs.google.com/a/barnard.edu/document/d/1bjo0DYLzJ6ad592OcfAP4bT78gO_d-CfbDBtLRVe1/edit)

(note that 4 people have already registered) -- Maura will add those names, draft a response (put in google doc), respond to those folks

Registration

-- Can folks sign up to send an announcement to these listservs (and any others that make sense to broaden our audience)? I wrote something up, it is in the Google Doc.

All organizers should register using the unconf website

Organizers can post to their social media, will be announced on #critlib tonight

Scholarships, childcare, accommodations logistics can be dealt with early in 2015 as they come in through registrations

Emails to lists can go out anytime, starting now!

APALA (Annie) sent

REFORMA (Annie)

BCALA (Annie)

AILA (Annie) will investigate

GLBTRT (Kelly)

SRRT (Candise)

WGSS (Nicole)

Registry <http://www.sokindregistry.org/registry/4347>

Maura edited Thanks for Registering message that registrants receive upon submitting form to steer people to registry

You probably all already saw this - the official ACRL ScholCommCamp Unconference on 3/25/15 at the OR Convention Center:

<http://www.acrl.ala.org/acrlinsider/archives/category/conferences/acrl-2015>

Reach out to Amy Buckland/Char Booth, lead wrangler, to let her and ScholCommCamp unconf know that critlib is happening too.

Share registration lists?

We'll wait on asking ACRL Insider to run a piece on unconf - Maura will contact David Free (just let me know when if we decide to do this)

Jenna & Turner may be at ALA-Midwinter; can have #critlib face to face meeting

January meeting: January 7 at 4 EST/1PST?

Jenna will set up Doodle for Mon, Tues, Wed & we will confirm date as soon as we can OR Jenna will send out email to get a sense of availability for Wed 1/7/15

Notetaker - Maura

Facilitator - Candise

### **Critlib Unconference Planning Meeting Agenda**

**Tuesday, December 2, 2014 1:00 PM - 2:00 PM PST/4-5 EST**

Annie, Kelly, Bob, Ian, Maura, Anne, Jenna, Nicole

Conference call --

freeconferencecall.com account:

Dial - **(605) 475-3235**

Enter Access Code - 214288#

meeting facilitator: Ian notetaker: Bob

1. Code of conduct

Jenna & Annie maybe were talking about it. (not a DEEP memory). Sharing archives unconf one -

<https://nycarchivesunconference.wordpress.com/code-of-conduct/>

Also having the Code in registration so folks will see and check that they get it. "Reading of the Code of mic check?" Ever had code printed & distributed? Would be nice to refer to. Have a flyer with Code and other stuff (like food options and maybe travel to & fro PSU) Need to have easily recognizable folks to whom code violations can be reported. People seemed to like the example above and would like to modify slightly and use. Web site group will tweak it.

2. Structure WG report-back

Planning doc here - [https://docs.google.com/document/d/1bjo0DYLzJ6ad592OcfAP4bT78gO\\_d-EcfbDBtLRVe1/edit](https://docs.google.com/document/d/1bjo0DYLzJ6ad592OcfAP4bT78gO_d-EcfbDBtLRVe1/edit)  
(need to be added individually to see this just let us know)

Meet, Plan, session 1, break, session 2, lunch, session 3, break, lightning rounds (how I done it good) with alternate places to do other stuff, rap-up go round.(End at 3:00)  
Keynote at 4:00 and exhibits at 5:30.

Lightning rounds need a bit of planning/ curation. Thoughts on pre-organizaing? MIght need another form? Or could send email (after registration) to see who wants to?

Could let everone see the topics offered (in Google docs - make just certain info public).

Should we ask for both lightning talks and regular topics? Would be nice to get an idea of what topics would fit in small spaces. Also need to get the registration out to the people - need to balance this need with getting the topics organized - could organize topics later? Via etherpad pages maybe.

### 3. Timelines and deadlines

Website/registration to be spiffed up withing the next few days, then changes made. Then ready to open registration - by next week??? Yep. Need to tweak code of conduct too?

4. Registration form decisions: <https://docs.google.com/spreadsheets/d/1iX0YCNaBIEsVljeRmb4A5-FDe338vnoAQu7I2rFJU9M/edit?usp=sharing>

<https://docs.google.com/forms/d/1kAZ8mE50ndMqZK0ZCJoyj5juzobl5YdtZq-QrSWVHvw/viewform> (

3 questions -

\* No objections to form , but how do we ask for what we need for scholarship info?

Maybe have folks expand as to why the folks need the scholarship. "Share your identity with us." Maybe expand and reword box - "Tell us a little about yourself."

Funding question might be addressed in conjunction with how folks are funded question?

What about having things on form that we'd not fund (like Air fare or hotel)? We'd need to do fundraising to support this level of scholarship.

How will we handle scholarship? (process for allocation) Can we add language like "Limited amount of funds, etc"? Would be good to know ahead of time as to the process. When will we know how much we have, or will we only know after registration. Maybe a deadline for scholarships that predates the regular registration?

Publicizing conference - how do we get it to the groovy folks? Which lists etc? PR was lumped in with web subgroup. Suspects we may fill up fast - but may need to publicize to groups that are underrepresented. Maybe talked about holding 10 seats? What is supermaximum number be for registration? Maybe have max be 70 for now, then reevaluate later on to maybe increase a bit. Would it be complicated to have waitlist? Makes sense as most folks will be in Portland already.

Make list of places we want to send registration open notes to.

Next Meeting/ 2 weeks, Dec 16th at same time? Let's save this time. (Ian will send out e-mail FYI)

Facilitator? Jenna (please tweet any info on her (facilitation) style! :) I liked "fascistyle."

Jenna's style is awesome, much garanimals, no fascists. :)

Notetaker? Anne L

**Critlib Unconference Planning Meeting Agenda**  
**Thursday, November 13, 2014 1:00 PM - 2:00 PM PST/4-5 EST**

Conference call --

freeconferencecall.com account:

Dial - **(605) 475-3235**

Enter Access Code - 214288#

meeting facilitator: Ian notetaker:

Participants: Ian, Jenna, Ann, Maura

1. registration form draft: <https://docs.google.com/a/barnard.edu/forms/d/1kAZ8mE50ndMqZK0ZCJoyj5juzobl5YdtZq-QrSWVHvw/viewform>

To add to registration form: A fill in blank, do you have any questions

TO DO: create a shared email address, i.e. CritLibACRL@gmail.com - something like that?? critlibuncon@gmail??

under question: add "we will follow up with you" and "no guarantee"

thoughts on asking potential award recipients to disclose their underrepresented identity--on the form? via email?

remove air fare and hotel options for scholarships?

twitter handle, web address (to display)

do you have any questions or comments [for the organizers]?

2. Registry: <http://www.sokindregistry.org/registry/4347>

changes/additions to Kelly

location?

link back to website (more info)

remove air fare and hotel options for scholarships?

add scoutbook swag - cumulative donation?

indicate that registry in lieu of registration fee

end dates for production deadlines

3. Website

- o Twitter hashtag: #critlib15
- o add gmail link once it's affirmed to contact

Other working group updates

Remove Vani & Emily from email distro list. Anyone else?

Next meeting

structure working group will have something to report/propose at the next call

>>timeline and deadlines should be established

Ian will send out Doodle poll for next call dates (1pm Pacific/4pm Eastern)

facilitator:

notetaker:

Registration Group meeting November 12, 2014

- registry <http://www.sokindregistry.org/registry/4347>: good to go? show to the others
  - o do we want t-shirts, buttons, swag? little notebooks like at library camp NYC (kelly checking): <http://www.scoutbooks.com/shop/original-notebook-one-color-100/>, \$295 for 100, 1 color custom cover
  - o scholarships
    - underfunded
    - underrepresented, self-define
    - "what do you need in order to attend?"
  - o childcare, activated only if needed (explain that funds may be shifted if not needed, delete for now)
  - o reminders/pleas to fulfill registry needs can be sent after registration, as needed
- <https://docs.google.com/a/barnard.edu/forms/d/1kAZ8mE50ndMqZK0ZCJoyj5juzobl5YdtZq-QrSWVHvw/viewform> reg form elements, Google form? (one spreadsheet visible--populated by Maura, full info just for us)
- \* is required

- + on public sheet, opt out?
  - o \*email address
  - o \*name
  - o +public name
  - o +affiliation
  - o scholarship checkbox/note
  - o link to registry
  - o childcare question
- things you'd like to discuss:
  - o link to proposal form
  - o open-ended question about topics you'd like to see discussed, link to #critlib doc

Registration Group meeting November 4, 2014

- Fee, donations
  - o No fee! Use <http://www.sokindregistry.org/registry/4347> to gather donations
  - o Make sure that link to donations is prominent on registration form
- in-kind form
  - o kelly coordinates
  - o separate from direct asks
  - o what should go on the form?
    - food
    - AV
    - room rental
    - flip charts
    - sticky notes
    - markers
    - T-shirts --- do we want money to put toward this, or someone to actually take on making these?
    - buttons-- again, do we want money to put toward this, or someone to take on making these?
    - stickers--ditto above!
    - nametags
    - logo/design
    - fund childcare if needed
    - couches/beds/floors for participants
    - scholarship sponsor: bus pass, frequent flier miles, hotel
    - volunteers
- Form
  - o Google?
  - o Weebly?
  - o how to ensure diversity--**reserve spaces** vs. rolling vs. separate link, **targeted outreach**
  - o Qualtrics?
  - o how did you hear about this event question
- Childcare--deal with it as needed
- upper limit, overbook by how much?
- wait list
- email confirmation for successful registration? automated? human? publish registration list.
- Reminder mailing
- tasks
  - o Maura: evaluate Weebly **WITHIN 48 HOURS!!!**
  - o Jenna: draft form questions
  - o all: outreach list
    - REFORMA
    - APALA
    - BCALA
    - AILA
  - o Kelly: in-kind donation list
- next call
- 75 goal participation/100 register

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**Critlib Unconference Planning Meeting Agenda**  
**Tuesday, October 28, 2014 1:00 PM - 2:00 PM PST/4-5 EST**

Conference call --  
freeconferencecall.com account:

Dial - **(605) 475-3235** NEW PHONE NUMBER  
Enter Access Code - 214288#

meeting faciliator:Turner notetaker: Kelly

Participants: Turner, Bob, Candise, Kelly, Ian, Anne, Maura,Nicole, Jenna, Vani, Ann

Quick link to Google doc for reference, or for any non-public stuff: <https://docs.google.com/document/d/1-WoZWbUyqDPiazdaxsTbZxRL8fMYIFYHK7McpSmagk/edit>

AGENDA

Link to poll: <https://docs.google.com/a/barnard.edu/document/d/1-WoZWbUyqDPiazdaxsTbZxRL8fMYIFYHK7McpSmagk/edit?usp=sharing>

1. Deciding on a date

Results from Poll:  
\*\*\*MARCH 25TH: 8\*\*\*  
MARCH 24TH: 2  
It depends: 1

Considerations about doing on the 25th include the keynote -- we could have a session that ends at 3:00, for folks who want to go to the keynote, then other people could continue hanging out at the unconference.

PSU is about 15 minutes from the convention center.

Proposed schedule: 9AM-3PM.

Date confirmed: March 25.

2. Venue: PSU (OCOM was unavailable on our preferred dates)

- Hoffman Hall has been reserved -- Hoffman Hall is one big room. Turner remembers there being about 120 people there during Library Instruction West.

There are also back-up rooms reserved in the PSU Library.

3. Food Options

Results from Poll:  
Provide lunch: 1  
No Host: 7  
It depends: 3

We can include a map to food options around campus, also encourage people to bring their lunch.

4. Info for Registration page

Results from Poll:  
Info for registration page:  
Sliding Scale: 6  
Flat fee: 2  
RSVP required for childcare: 8  
Opportunity to solicit doantions: 7

Costs:  
Hoffman Hall costs \$80 (Bob will cover), there may be an additional \$40 to get AV equipment set up

Blueprint for Hoffman Hall: [http://www.pdx.edu/floorplans/sites/www.pdx.edu.floorplans/files/floorplans/floorplans/HOFF\\_f1386716964.pdf](http://www.pdx.edu/floorplans/sites/www.pdx.edu.floorplans/files/floorplans/floorplans/HOFF_f1386716964.pdf)

Library has 1-2 mobile projectors that could be used with an iPad or laptop

Hoffman Hall is right next to the library. Could have some breakout rooms in the library? Bob will put together information about the rooms in the library (which have computers, capacity, etc)

Total registration:

Numbers need to include volunteers and organizers.

Concern about folks registering and not coming. May be exacerbated if it is free?

Can email registrants beforehand to confirm registration, remind them if we have a waitlist. (Also give them a map, right beforehand!)

Is registration first-come-first-served? Or do want to find a way to include people by category (e.g. who work at community colleges, POC, folks who participate in #critlib)

Bob will find out the upper limit for who can fit in Hoffman/lobby, so we can fix that.

Set up a registry so that in-kind donations can happen: <http://www.sokindregistry.org/>

If we're not collecting \$, we can just use Google forms for registration if we'd like something simple

Registration committee will put together a recommendation and send it out to the group.

#### 5. Working Group Updates

Structure -- questions about PSU-specific activities (e.g. a library tour) -- something to consider.

Fundraising -- coffee is covered, will start sending out requests once we have our list of needs.

#### 6. Next Meeting

Turner will send out a Doodle poll

Bob will be notetaker

Ian will be facilitator

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### Critlib Unconference Planning Meeting Agenda

**Tuesday, October 14, 2014 1:00 PM - 2:00 PM PST/4-5 EST**

Conference call --

freeconferencecall.com account:

Dial - **(605) 475-3235** NEW PHONE NUMBER

Enter Access Code - 214288#

meeting facilitator: Jenna notetaker: Annie Pho

Participants: Jenna, Kelly, Nicole Anne L., Turner, Candise, Ann M., Maura

Quick link to Google doc for reference, or for any non-public stuff: <https://docs.google.com/document/d/1-WoZWbUyqDPiazdaxsTbZxRL8fvMYIFYHK7McpSmagk/edit>

**add agenda items as you like:**

First: roll call/howdy!

#### **Working Group Updates:**

- local logistics
  - March 24th or 25th???
  - from the notes below, what decisions need to be made

**\*\*Please review\*\*** -- updates on logistics from Bob on 9/5/14:

Here are some updates since our unconference call last week. Things to think about before our next call perhaps.

1. Meeting with PSU admin: Turner and I met with admin. They were interested in knowing the amount of support we were looking for from them. We explained how our Unconference group & subgroups were working, and from that news we agreed the best way forward would be minimal involvement by admin. We would get money to them for just the room & AV fees (if we go that way, see below for more details), and library would just write checks for those two things from the library account (to get us the "insider" rates). If we went the other route, with more admin support, there would be a lot more red tape and control of our process exerted by admin. Turner and I made the executive decision that "admin-lite" was the way to go. We can discuss this more if folks have questions.

2. **Room:** In our discussion so far the room we seemed to be leaning toward was in the Smith Center. It was one large room with many tables, and there is a gender neutral bathroom in Smith. Unfortunately that room is booked (as are all the rooms in Smith) for new student orientations that day :(

There is a large room called Hoffman Hall that we could use that would have a similar set up - lots of round tables. (#1 choice BUT can't confirm this room until January) But there is no gender neutral bathroom in Hoffman Hall. (Though we'd be the only people in that building that day so we might be able to liberate one for eight hours? Might be fun.) Our PSU Events folks can't book that room until about mid January, as our internal schedulers get to have first dibs on it until then. I have a request ready to go should we decide to do this, so think about if you think this might be our first choice/option for space.

Our back up and only sure thing for rooms at this point is the PSU library (also no gender neutral bathroom). We'd have a large space for our opening/closing plenaries on the 3rd floor (which could also have small groups meeting - up to 4, I suspect). Plus we'd have 2 classrooms on the 2nd floor (that seat about 40 people each if need be), plus a smaller room for about 15 people. This may end up being our only option, so think about if you think this is OK, if it turns out to be.

I'm not sure if this makes a difference, but OCOM is now located downtown right on the max line, and we have a wonderful "Great Hall" room that is pretty large and has an extendable wall to create two rooms. There are not gender-neutral bathrooms on that floor, but there are on the 4th floor (accessible by elevator). I'm not sure what exact date you guys are looking for, but this is definitely an option.

Requirements/Thoughts about space needs:

- We need 1 big room plus 3 for breakout sessions? Should Candise look into getting OCOM? (Candise provided the rates, kinda high but might be negotiable.)
- Registration cap will be determined by venue; (from Meredith) 75 as cap no matter what for uncons? Cap of 90 with official cap of 75? (Turner) 90 >>final decision after venue established?
- Quiet room - venue is close to library, so that could also be booked for something like this

3. **Cost of conference:** Ian had a good question at our last call, "How much will this cost?" The total cost is a product of many micro-decisions - room, food, childcare, etc. We've been talking about these for a while so I've put these into a spreadsheet (attached). Basically look at the options, some free, some with dollars, and maybe extend the prices in your mind to the last columns (Example - if we want \$10 lunches for 75 people, that will be \$750. etc.) I'm hoping the visual spreadsheet will help us get to a tentative idea of a cost. And remember this question, the cost of the unconference is separate from another question we've been talking about, who will cover the cost (participants or donations)

- charging for lunches, t-shirts, buttons?
- Eventbrite? with a tip jar for donation collection? (Maura is using Peatix for the CUNY Games conference)
- Who will handle the finances/budget - (Jenna and Kelly?)
- How should this be reflected on the registration form? Redirects to donation page? (Turner, Nicole) +1 sliding scale
- Scholarships for library school or early career librarians of color? >>working group for outreach/scholarships?? (Nicole, Kelly)
- Eventbrite cost details here: [http://help.eventbrite.com/customer/en\\_us/portal/articles/428604](http://help.eventbrite.com/customer/en_us/portal/articles/428604), note that they also accept credit cards if we don't want to use PayPal
- Peatix cost details here: <http://about.peatix.com/en/pricing.html?force=us> (looks slightly cheaper than Eventbrite)

4. **Fundraising:** We've put together a draft ask letter (very much a first draft!):

<https://docs.google.com/document/d/12R3vr2It6Lle34nIQQeltuZgulo2rff0y3keqBbBUto/edit?usp=sharing>

And have started a list of places to ask (for in-kind donations, and for any \$): [https://docs.google.com/spreadsheets/d/1dCdPEMoUP1BrV-LVntdih4Wz9Ng\\_1f2-s8PDKPcj2Ks/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1dCdPEMoUP1BrV-LVntdih4Wz9Ng_1f2-s8PDKPcj2Ks/edit?usp=sharing)

Kelly has a friend with a coffee set-up, is trying to work out the details.

- Please share any contacts or other suggestions for places to ask. Letter is ready to go once we make the needed logistical decisions.
- Although care needs to be taken about who we ask.

5. **Quick check re date:** Wed March 25th? Facebook event says Tue March 24th: [https://www.facebook.com/events/422334827909486/?ref\\_dashboard\\_filter=hosting](https://www.facebook.com/events/422334827909486/?ref_dashboard_filter=hosting) (Just changed it to 25th--is that wrong?)

Pros and cons about 3/24 and 3/25: Keynote is on 3/25 at 4pm; 3/24 would allow people to go to pre-conference events; more +s for the 3/24 date? but 3/25 would enable people to not have to take an extra day off...

**Working Group Updates, continued:**

- PR/web >>draft site here: <http://critlib2015.weebly.com/> (Please let me know if you'd like admin privileges - really! -am)
  - Twitter hashtag: #critlib15
  - Make it more clear about what an unconference is, also distinguish what we are doing that is different from ACRL; get text from ACRL email (see Google doc)
- structure (of the day, right?)
- outreach/scholarship wg: Nicole & Kelly

### Other Issues:

- solicit other volunteers, especially in PDX? (Kelly) let's determine tasks first, and solicit more local volunteers closer to the date; probably won't be too hard.
- solicit workshops/talks?
- (Turner) Google form to make some decisions? Re: date; venue; registration form issues<->fees charged, childcare needed, ; form should have y/n boxes plus free entry text box for more suggestions? questions will be contextualized briefly;
- Registration/banking wg (Jenna, Kelly, Maura)

### Next meeting:

- date --doodle poll, a time during last week of October?
- facilitator - Turner
- note taker - Kelly

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### Critlib Unconference Planning Meeting Agenda

8/28/14, 1pm pacific/4pm eastern - to 2pm PT/5pm ET

Conference call --

freeconferencecall.com account:

Dial - (661) 673-8600

Enter Access Code - 214288#

Participants:Maura Smale, Ian Beilin, Bob Schroeder, Anne Leonard, Ann Matsuuchi, Annie Pho, Jenna Freedman, Turner Masland

Working group updates:

- Logistics

(from notes) 8/4/14 good news from Bob:

1. Our Dean is supportive of having the unconference at PSU (!)
2. I checked with our IR person, Karen Bjork, and she's up for putting any documentation of our undoings in PDXScholar after we meet.
3. B&T meeting with Dean to discuss w library ppl who have supported library conferences week of 9/2
4. other time-sensitive decisions to make re:space?
5. Candise Branum to be invited to next meeting

- PR/Web

- Two shell sites (each with limitations) to get an idea of what it would be like; not wedded to any platform so open to suggestions (but preference was for totally free and not labor intensive):
  - WordPress (free, hosted) <http://critlib2015.wordpress.com/> [should be open now, let me know if you want admin privs to play with it [-AM]
  - Weebly <http://critlib2015.weebly.com/> weebly thought to be easier
  - Ann & Maura will flesh out weebly more and invite participants
  - PR - do we need a new twitter account FOR the unconf, or just the hashtag #critlib15 or something else?
  - Maura - deadline for website draft - 2-3 days before next conf call on 9/?

- Other issues: Money & budget

- if unconf is free registration is much simpler
- fundraising - Jenna: tiered registration for different groups (if your employer reimburses for conf participation you pay \$50; if not pay \$0)
- fundraising - kickstarter, indiegogo etc. Sliding scale model to collect from participations
- Maura fundraising - eventbrite may be easier than google form + paypal - will share what she learns from planning other conf
- Bob - work with PSU administrative group - find out what can they handle/help with?
- budget: \$1000 will work? Food, coffee, child care, IT support, swag, office supplies? [after meeting with admin people next week, we will have more to go on to base a decision here]

- structure working group will report next time; Annie will join structure working group
- outreach to ACRLDH group -Anne will email a heads up; see JF email to ACRL & THATCamp ppl in google doc
- subconference -Bob to contact Dave Ellenwood
- childcare - Bob located wee village near campus. Hiring our own care providers may have liability and other issues. Perhaps something we don't need to consider quite yet or just provide info about low cost area resources. Perhaps ask registrants and decide how to support depending on how many opt in

Next steps and recap

- o Next meeting facilitator: Jenna notetaker: Ian
- o Doodle poll for date/time: Ann will send out next week ; prob not week of 9/26; 1st week of October? one of these days 9/29-10/1?

Next Meeting: Doodle poll here: (days to avoid, Yom Kippur is 10/2-10/3; 10/9-10/10): <http://doodle.com/8wkyvhuyb5s2n36>

most popular choice to next conf call >> **Tuesday, October 14, 2014 1:00 PM - 2:00 PM PST/4-5 EST**

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### **Critlib Unconference Planning Meeting Agenda 7/29/14, 1pm pacific/4pm eastern - to pm PT/pm ET**

Conference call --

freeconferencecall.com account:

Dial - (661) 673-8600

Enter Access Code - 214288#

Participants: Robert Schroeder, Maura Smale, Kelly McElroy, Emily Drabinski, Nicole Pagowsky, Anne Leonard, Vani Natarajan, Ann Matsuuchi

Agenda:

- Working group updates
  - o Logistics (Bob)

Overall registration: proposed 75.

Bathroom questions: Would it be possible in Plan A to simply make the bathrooms in the library gender neutral for the day? Maybe there is a separate disabled/family bathroom to convert for the day?

Discussion of Space Plan A vs Plan B. Feeling from the group is a preference for Plan B. Much will depend on Bob's meeting with Dean.

Space: (my AUL is supportive of us doing either of these options, but I've yet to get the official go-ahead from our Dean. Will be meeting with her Aug 4th)

Plan A – In the PSU Library

- Free.
- 3rd floor space for plenary sessions at beginning & end, + lunch space.
- +2 classrooms that seat up to 50 each (with computer/overhead).
- Library tech person on call during conference.
- No gender neutral bathroom in the building.

Plan B – Smith Center

- \$40 per day. (Bob could cover this. IF we're not "sponsored" by the library the cost goes up to \$100/hour!))
- One large room with 8 tables. Same room for plenary sessions, and breakout sessions. One computer w/ overhead.
- Smith center tech support.
- Gender neutral bathroom in building.

Overall registration: proposed 75.

Bathroom questions: Would it be possible in Plan A to simply make the bathrooms in the library gender neutral for the day? Maybe there is a separate disabled/family bathroom to convert for the day?

Discussion of Space Plan A vs Plan B. Feeling from the group is a preference for Plan B. Much will depend on Bob's meeting with Dean.

Lunch

Plan A – Food Carts (would recommend 1 ¼ to 1 ½ hours for lunch with this option.)

- Great food carts 3 blocks away.
- Cheap + great food (\$6-\$7 per person).
- A Portlandia experience, waiting in the mist to order your cart food.
- Eat back in the building we're meeting in.

Plan B – Catered food options

- \$10 - \$16 for sandwiches or wraps (with beverage, cookie, chips and choice of different salads)

#### Discussion of Lunch Plan A and Plan B:

Preference expressed for Plan B so that food is supplied for people who otherwise couldn't afford to buy food. We could get food donated rather than using university catering, if that's allowed at Portland State. Others suggested Plan A allows for more food choice, and doesn't require fundraising to pay for catered food.

#### Coffee/ Snacks

- Coffee with \$30/gallon catered, or \$19 we pick up at Starbucks (maybe have at opening?)
- Tea could be free with electric kettle I have.
- Cookie/brownies \$2-\$3 (maybe have in afternoon?)
- It might be fun to have Portland locals do a munchies potluck for afternoon treats?

Proposal for getting coffee donated. Kelly volunteers to work on finding donated coffee. Proposal for potluck snacks for a snack table. Proposal to ask at registration if people would donate a few dollars to cover costs of coffee/lunch/snacks. We might also get funding from Litwin Books, Progressive Librarians Guild, perhaps local independent bookstores.

Do we want to charge a little bit of money at registration to help keep registration and attendance numbers more the same? Concern that the benefits of it being free/most available are better than ensuring attendance via a fee.

#### Childcare

##### We Village in the Pearl

- Downtown close to hotels. About 10 minute street car ride from downtown, 15 minutes from PSU <http://www.wevillage.com/>
- Between \$65 - \$95 per day (dependent on age).

##### Little Vikings

- At PSU. Haven't heard back from them yet.

##### ACRL Childcare?

- Do they have it?
- Will it be open on Wed?

Non-ACRL folks couldn't use it?

Bob talked with ACRL rep and they had no recollection of childcare options available, which means that may not be happening. Could people just bring their kids? Concerns about liability if we had multiple kids at the library. Could we ask about need and organize childcare if it becomes necessary? Decision: Put a question on the registration form about need for childcare and organize after we have a sense of what we need.

- o PR/Web (Maura and Ann)
- Do we want to purchase a domain? Both Maura and Ann have access to server space. It would cost money to purchase the domain, but server space is taken care of. Five years of domain for \$60.
- Do we want Commons in a Box or Wordpress? Or something else?
- Are we creating something for this day, or are we thinking about something we can take forward? if we're going forward with something, it would be worth the domain purchase and work on the site.
- Do we want people to be able to engage in conversation about the event on the site? Would a blog work well?
- Ann and Maura will put together a list of options/costs > [in Google doc \[https://docs.google.com/a/barnard.edu/document/d/1-WoZWbUyqDPiazdaxsTbZxRL8fvMYIFYHK7McpSmagk/edit?usp=sharing\]](https://docs.google.com/a/barnard.edu/document/d/1-WoZWbUyqDPiazdaxsTbZxRL8fvMYIFYHK7McpSmagk/edit?usp=sharing)
- Facebook event: <https://www.facebook.com/events/422334827909486/>
- "Sub-conference" of a critical persuasion also happening? (Bob):
  - o Dave Ellenwood and others organizing a subconference about critical approaches to information literacy. They are planning events outside of the conference to have people gather to discuss different issues/events of common interest.
  - o Should we invite Dave to join our group?
  - o Jenna and Vani agreed to bottom line the structure working group; they haven't started that work yet but invite others to join, and this small group could make some decisions about organization and the when/how of opening to session proposals/ideas, what kinds of sessions will be offered. Nicole would be interested in joining this working group.
  - o We will hold off on talking with Dave and his group until we have a public website. That website will facilitate connections with others, so will hold off on contacting Dave until that's ready.
  - o Nicole reports from the ACRL planning group that it was mentioned, but "everything's cool"

Other agenda items?

- Anne asks how she can volunteer for a group! Look below on notes for working groups.
- Emily: could use fundraising group help! Anne is on board.
- Meredith will continue to work with Bob on logistics. He will also see if others might be interested in being part of the group and will tap them.
  
- Next Steps Recap.
  - Our next meeting (date, time, facilitator, notetaker)
  
- Maura will send around a Doodle poll for the next meeting either the week of August 18th or August 25th.
- Facilitator: Emily Drabinski (week of the 18th); Ann Matsuchi (week of 25th)
- Notetaker: Anne Leonard
- - Maura will set up a Doodle poll for week of ?? (when's good for everyone?)
  - Facilitator? Notetaker?

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### Critlib Unconference Planning Meeting Agenda

7/3/14, 10am pacific/1pm eastern - to 11:00 am PT/02:00 pm ET

Conference call --

freeconferencecall.com account:

Dial - (661) 673-8600

Enter Access Code - 214288#

Participants: Emily, Vani, Jenna, Ian, Maura, Bob, Meredith, Ann

- What are our working groups? (revisit at end of conversation w/ next steps)

From our last meeting:

- Website (incl registration) & promotion
- Structure
- Local logistics, including food, supplies, facilities
- Fundraising
- Bibliography
  
- Conceptual Questions
  - what we mean by critical information literacy > "critlib"
  - how we define the scope or even the spirit of the unconf.
  - Instruction, or bigger than instruction? ; "critical librarianship"? how to bring in other issues like open access;
    - Critlib (<https://twitter.com/search?q=%23critlib&src=hash>): Inviting participation via posing relevant questions about issues that matter to us >> drafting a preliminary invite? a way to put this on people's radar (a save the date); inviting Nicole, Kelly, Annie first (Jenna will do this later today); \*\*let's try and get this out before the end of July (Emily will draft abstract on Etherpad by July 10)

ABSTRACT [edited July 14th to address Bob/Nicole concerns]:

Library instruction, assessment, cataloging and classification, collection building, staffing, administration, and other functions of academic libraries are all political projects that librarians undertake inside institutions that operate under capitalist, patriarchal, and racist power structures that many of us aim to contest. How do we do this in both theory and practice? This unconference, coinciding with ACRL 2015, aims to bring together a diverse group of voices to address this social justice work from a range of perspectives. As we gather in Portland to discuss best practices and plan the profession's future, we invite you to join us on March 24, 2015 on the campus of Portland State University as we discuss and critique the ideologies that undergird our work, and strategize about actions that can transform ourselves, our work, our profession, and our world. Join us!

- Publicity/Web
  - blog or unconf. web site? -- as the date approaches, we should move over to some platform with more structure than Etherpad, but we can start with this
  - will also explore hosting options, Commons in a Box, free site hosting possibilities, etc.

- social media platforms (Twitter, FB) Create shared doc to note what group we contacted, when, with name of contactor.
- o listservs

- Fundraising
  - o possible sources (Litwin, PLG, SRRT, etc); book tables, invite local bookstores?
  - o crowdfunding platforms?
  - o what are funds needed for? logistics will determine this
  - o Local logistics will need to be in close conversation w Fundraising
  - o (Emily will work on this)
- Concrete Logistics ( Bob & Meredith & other local volunteers who don't even know they volunteered yet)
  - o length; mostly plenary? or one at start and end with breakouts in the middle
  - o # of attendees ; library could accomodate 50 people max; 75 seems like an ideal number to with; we want this to be a smaller location to enable conversations that would be more challenging at ACRL
  - o rooms/space
  - o inclusivity of spaces (gender inclusive, accessible to ppl with disabilities + more)
  - o childcare
  - o food and drink
  - o tech (and other forms of) support
  - o tabling (books and more)

Date/time possibility: Wednesday March 25, 2015, 10am-4pm (ACRL exhibits open at 5:45pm)

- Structure
  - o scheduling of the unconf itself- following a THATCamp model? more/less predetermined?
  - o more structure can be helpful - still crowdsource this process
  - o room for more spontaneous sessions too
  - o ppl can participate even before arriving
  - o Documentation/recording: open access digital repository can be used; do we want to have a live document that is moved over after? Commons in a box (<http://commonsinabox.org/>), - too hard to do? CUNY Academic Commons not so good for outside CUNY contributors; would have to be externally hosted; using funds to buy a domain?
- Bibliography ([https://www.zotero.org/groups/critical\\_library\\_pedagogy](https://www.zotero.org/groups/critical_library_pedagogy))
- Working Groups,
  - o Web/PR: Maura, Ann
  - o Fundraising: Emily (maybe Nicole and Annie?)
  - o Local logistics: Bob and Meredith
  - o Structure: Vani + Jenna. Bibliography project -- part of documentation; maybe Karen Bjork (Bob will ask)
- Next Steps Recap.
- \*\*Our next meeting (date, time, facilitator, notetaker)\* >>\*\*set up a Doodle poll for week of July 28th (Vani will do this) Emily will take notes, Maura will facilitate