

**North Carolina Community College Library Association (NCCCLA)
Executive Board Meeting
1/23/2017**

Attending

Catherine Tingelstad, President
Sally Goodman, Vice President/President-Elect
(vacant), Secretary
Absent, Treasurer
Melanie Gnau, Immediate Past President
Absent, District 1
Christine Vasica, District 2
Absent, District 3
Jennifer Seagraves, District 4
Retha Hall, District 5

Absent, District 6
Helen Colevins, Archivist
Carmen Ellis, Membership
Jerriane Queen, Nominating
Libby Stone, Procedures
Absent, Webmaster
Monica Young, Awards
Absent, NCCCC
Angela Davis, Communications

Call to Order

The meeting was called to order by Catherine Tingelstad at 2:04 PM.

Approval of Minutes

The minutes of the previous meeting were approved by the board as submitted. Jerriane Queen made the motion to approve the minutes, and the motion was seconded by Sally Goodman.

Old Business

NC Community Foundation:

Catherine reviewed information about the NC Community Foundation, which was e-mailed to the Executive Board in advance of the meeting. She, Sally Goodman, Monica Young, Deb Foster, and Libby Stone recommend investing \$50,000 of NCCCLA's money with the Foundation, which would administer the Scottie W. Cox Memorial Scholarship Award and Mertys Bell Scholarship Award. Investing with the Foundation represents a higher potential return than the current money market account (5-8% vs. 1%, respectively). In making this recommendation, Catherine et al. also considered the reputation of the Foundation and other organizations that have invested their funds. Per Article XI of the NCCCLA Constitution, proposed "far-reaching" changes to said document must be announced to all members by e-mail and approved by a two-thirds majority of members responding to pass. Libby confirmed that the presence of the full Executive Board was not required to vote on the issue. Sally moved that we invest \$50,000 with the NC Community Foundation for the purpose of scholarships. Melanie seconded the motion, which passed with no one opposed. The transfer of funds will not take place until after the conference in March.

Collaborating on Course Design webinar:

Mark Coltrain of Central Piedmont Community College will deliver a webinar, "Collaborating on Course Design," on February 1 at 2:00 PM. This webinar is only open to NCCCLA members. Twenty-seven participants have registered so far. At Catherine's request, Mark plans to "scale" the content so that its ideas may be applicable for smaller libraries. Jerriane asked

whether the webinar will be recorded. Catherine has confirmed with Mark that it will, and the recording will be available through February. Sally thanked Catherine for initiating this project, which expands the benefits of NCCCLA members.

Retiring NCCCLA members:

Jaxie Bryan, District 1 Director, will retire in March. Susan Williams of Blue Ridge Community College has also retired recently. It was asked whether NCCCLA does anything to acknowledge retirements. Catherine mentioned that the association can award a dues-free Life Membership. Angela suggested announcing retirements of members in the monthly newsletter; these individuals will be contacted first before this information is announced.

New Business

Conference news:

Sally encouraged everyone to view the conference website. She thanked Alan Unsworth for rebuilding the site after it was lost due to technical issues last week. Corporate member logos are now featured on the homepage. Sally thanked Jennifer Seagraves for assuming the role of Vendor Coordinator. We currently have two conference sponsors and ten conference exhibitors, some new to NCCCLA. Sally thanked Catherine for reaching out to past presidents: of 35 living past presidents, 31 were contacted (no contact information was found for four) and 14 have confirmed they will attend. There will be a special tribute at the conference. The deadline for session proposals was January 20; we received 32 proposals for 21 slots. In addition, one session will be split between the CCLINC meeting and a session for non-CCLINC schools. Sally will contact directors from the latter group to plan for that session. Another e-mail encouraging contributions to the e-cookbook, which Helen is compiling, will go out shortly to the membership. Sally, Catherine, and Deb met at Fayetteville Tech to discuss conference registration and MemberPlanet. Sally reminded the Executive Board to bring items for the raffle beach bags. Libby is working on T-shirts for sale at the conference. The deadline for poster sessions has been extended to February 15; we currently have two, including one from a student, but this was a request on last year's surveys, so more poster session proposals are encouraged. Christine reminded the board that conference attendees must make hotel reservations by February 28 to receive the state rate. Catherine asked whether the "dietary allergies" form on the conference website includes vegetarian needs. Sally said the caterers will always provide a vegetarian option, but any other food allergies may be submitted here. Sally reminded everyone to contact her if they will be attending the pre-conference dinner on Wednesday, March 29.

Reports

Archives:

No report.

Awards:

Monica announced that 9 scholarship applications were received: 6 for the Scottie W. Cox Memorial Scholarship Award and 3 for the Mertys Bell Scholarship Award. No one applied for Conference Grant or Achievement Award. Monica will send the applications to the Awards Committee for review, then pass the names of recipients on to Sally for the program.

Communications:

Angela sent the last monthly newsletter on January 13. Catherine commented on the video from Millie Sparks and the interactive element for idea-sharing. Sally pointed out that one benefit of corporate membership is the option to include a video in our newsletter. Angela said she had received a question about that from another member, and will compile some guidelines for corporate members on the Google Drive. Angela said, if it would be worthwhile, she can save the interactive "padlets" for recipients' later review. Angela said the next newsletter will be sent February 3, so all information to be included should be provided to her no later than February 2.

Conference Planning:

See New Business. Helen needs more photos for the 50th anniversary timeline, particularly from 1999 on. Sally said any photos from that time (from district events, etc.), apart from those already on the website, should be sent to Helen.

Membership:

Carmen said that, since the last meeting, we have had 11 membership renewals (including some whose last dues payment was in 2013), as well as 4 new members.

Nominating:

Jerrienne reported that we received 2 nominations for Vice-President/President-Elect: Retha Hall and Cheryl Coyle. Jennifer Seagraves was nominated for Secretary. Jerrienne will contact them to request biographical information, which will be sent out to members. Voting will be open from February 7 through February 21.

Priorities:

No report.

Treasurer:

Deb will be out of the country March 12 through March 26. For that period, Carmen Ellis will handle registration and membership questions; her contact information is on the conference website.

Website:

No report. Alan e-mailed Catherine that he is making regular updates to the NCCCLA site, conference website, and Facebook page.

District Updates**District 1:**

No report.

District 2:

No report.

District 3:

No report.

District 4:

No report.

District 5:

No report.

District 6:

No report.

Next Meeting:

The next meeting will be in February. Catherine will poll the group to select a time.

Adjournment:

The meeting was adjourned by Catherine Tingelstad at 2:48 PM.

Respectfully Submitted,
Christine Vasica (District 2 Director)