

**North Carolina Community College Library Association (NCCCLA)
Executive Board Meeting
10/24/2016**

Attending

Catherine Tingelstad, President
Sally Goodman, Vice President/President-Elect
Annie Harris., Secretary
Absent, Treasurer
Melanie Gnau, Immediate Past President
Jaxie Bryan, District 1
Christine Vasica, District 2
Absent, District 3
Jennifer Seagraves, District 4
Retha Hall, District 5

Abent, District 6
Helen Colevins, Archivist
Carmen Ellis, Membership
Jerriane Queen, Nominating
Libby Stone, Procedures
Alan Unsworth, Webmaster
Absent, Awards
Colleen Turnage, NCCCC
Angela Davis, Communications

Call to Order

The meeting was called to order by Catherine Tingelstad at 3:00 PM.

Approval of Minutes

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

Old Business

Further discussion of NC Community Foundation and scholarships:

Catherine reported on questions from the last NCCCLA Executive Board meeting:

1. Is the foundation insured? In particular, do you have the type of insurance that US banks have in place so that the money in a bank customer's account is protected up to a given amount (FDIC.) Well, yes is the partial answer to this question, insofar as any money we have in a regular BANK account is of course FDIC insured. BUT remember that only a fraction of your endowment will be held in a cash-protected account. The bulk of your money is invested in equities and bonds, and that's how you get the growth for your investment. Especially with the equity portion, there is always risk involved. Your endowment is invested 70% in equities (stock), 20% in bonds, and around 10% in cash.
2. If NCCCLA were to disband, could we decide where the money remaining in the funds would go? We could make that part of the initial agreement documents if you like. "Should the NCCCLA ever cease to exist, we request that the purpose of this fund be redirected to: ___[insert organization of your choice here]"
3. Can we make draws on the account without any penalties? You can request withdrawals larger than our recommended 5%. We call this an "extraordinary distribution" and it does have to go through our grants committee to be approved. We don't typically charge a penalty, but we do like to see a plan to pay back the money into the account.

There was some hesitation about giving the Foundation roughly 90% of NCCCLA's money, so references will be asked for from the Foundation. Libby noted that NCLA has been very happy with their services thus far.

Next steps, Catherine will pull a list of people using the foundation and share with the board, and she will ask for references to share with the board. The foundation group will come forward with a possible timeline for the process. Did we ask the question if there is a penalty for leaving and going with a different organization or fund manager? Once the funds are transferred to the foundation, the funds cannot be returned to NCCCLA. If we were to cease existing, the money would stay with the foundation or be donated to a charity, and we can designate the charity.

North Carolina Community College System (NCCCS) conference – NCCCLA table:

Alan, Libby, Helen, and Catherine helped staff the table at the NCCCS conference. The table was in a high traffic area, but Hurricane Matthew affected conference attendance. Conversations had with attendees were positive, but there were just fewer people than normal. Having pencils, paper pads, and bookmarks were nice to have as handouts. Attendees believe that having a table and a presence at this conference is important. They booked the library relevant sessions all at the same time which made it difficult. Retha attended the conference also. Some of the library sessions were duplicates from our conference in March.

New Business

New Communications Officer – Angela Davis:

Angela Davis is taking over for Caroline who moved on to NC LIVE. Angela is adept at putting together things graphically. She will put together the November digest email. Angela said people can send her anything through email that they would like added to the digest and to specify if you want a certain wording. Please have anything to her by Friday, October 28 that you would like included in the November digest email.

Reciprocal memberships - North Carolina Association of Developmental Education (NCADE):

After the sessions at the system conference on Monday, Catherine spoke to someone about a reciprocal membership opportunity. A member from each organization would serve as a member of the other organization getting information and attending conferences. We've also discussed institutional membership options and a co-membership opportunity with NCLA and NCCCLA. Catherine may make other membership opportunities her priority as a past-president. A reciprocal member from our organization would not pay dues in the NCADE and their reciprocal member would not pay our dues. It is an information sharing opportunity. Catherine will speak to Wes Anthony at Cleveland CC. Carmen mentioned that there are likely other organizations that we would want to do reciprocal memberships with.

Meeting software – WebEx:

The system office uses Skype for Business. Alan mentioned WebEx as an option. Catherine suggested purchasing access to one of these systems because if we use something available at a certain institution it will change each year depending on board membership. Alan mentioned that using a tool like this would add value in that we could record sessions and have recordings as additional.

Reports

Archives:

No report.

Awards:

Mentioned the awards in the conversation about the foundation, but no report from Monica.

Communications:

Angela said people can send her anything through email that they would like added to the digest and to specify if you want a certain wording. Please have anything to her by Friday, October 28 that you would like included in the November digest email.

Conference Planning:

Sally reports that there are three hotels with lodging options for the conference at the state rate: Hampton Inn in Morehead City (30 rooms), Holiday Inn at Atlantic Beach (20 rooms), and Holiday Inn Express in Morehead City (30 rooms). The next conference planning meeting is Wednesday, October 26 at 3:00 PM. Annie may need access to MemberPlanet for vendor payment tracking.

Membership:

We have had two brand new members since the last meeting from Rowan-Cabarrus, and three renewals. We are hoping that as people pay for the conference that they will renew their membership. We believe that MemberPlanet is helping increase membership.

Nominating:

Catherine will be speaking to Jerriane soon as the nominating season comes before the conference.

Priorities:

No report.

Website:

Alan has been promoting the session proposals submission form, and he updated the vendor information. Alan boosted a post by accident, but 620 people saw that picture which then increased traffic for subsequent posts. Angela suggested a free way to boost a post that she will share with Alan.

Treasurer:

Deborah Foster sent out the financial statement to Executive Board.

Deborah submitted the following financial report for the dates 09-21-16 through 10-17-2016:

		Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking		8,495.87	1.00	184.94	8,679.81
Money Market		5,942.92	0.00	4.39	5,947.31
Money Market		59,305.51	0.00	43.77	59,349.28

Shares		25.55	0.00	0.01	25.56
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Appointed Officers:

Catherine would like all officers to consider whether they will continue in their appointed offices. Alan will likely not be able to continue in his role. She would just like anyone who needs to step down to give her some notice. Sally suggested that if anyone has ideas of someone who may be good for a position to put any names forward to leadership to be tapped for a position.

District Updates

District 1:

Absent, no report.

District 2:

No report.

District 3:

Absent, no report.

District 4:

No report.

District 5:

Retha reports that they met September 30th, had 24 attendees, and had three presentations on: weeding; knowledge management, keeping staff up-to-date; and professional development from the State library. Their minutes will be posted soon. There were door prizes which people brought/donated.

District 6:

Carmen Barnes-Holden was absent but sent a report through Catherine. The district met on October 10 at Catawba Valley Community College. It was called the "Fall 2016 Meet, Greet, and Eat Event." Carmen did an update on NCCCLA, and they had a roundtable discussion led by a Catawba Valley reference librarian.

Next Meeting:

Catherine will send out a poll

Adjournment:

The meeting was adjourned by Catherine Tingelstad at 4:00 PM.

Respectfully Submitted,
Annie Harris (Secretary)