

**North Carolina Community College Library Association (NCCCLA)**  
**Executive Board Meeting**  
**2/22/2016**

**Attending**

Melanie Gnau, President	Retha Hall, District 5
Catherine Tinglestad, Vice President/President-Elect	Staci Wilson, District 6
Annie Harris, Secretary	Helen Colevins, Archivist
Absent, Treasurer	Carmen Blanton, Membership
Alan Unsworth, Immediate Past President	Jerriane Queen, Nominating
Absent, District 1	Libby Stone, Procedures
Absent, District 2	Alan Unsworth, Webmaster
Absent, District 3	Monica Young, Awards
Carmen Blanton, District 4	

**Call to Order**

The meeting was called to order by Melanie Gnau at 3:07 PM

**Approval of Minutes**

The minutes of the previous meeting were approved by the board as submitted.. Alan Unsworth made the motion to approve the minutes, and the motion was seconded by a Retha Hall.

**Old Business**

**Membership List Subcommittee:**

We are still figuring out MemberPlanet. The Membership Subcommittee may need to get together over the summer to understand MemberPlanet and get more detailed about how everyone will use MemberPlanet. We will need to make a plan and timeline for using MemberPlanet.

**New Business**

**Nominating Position:**

Jerriane Queen from Cleveland Community College filled the position for the Nominating Officer. She will be the Nominating Officer indefinitely. Catherine will get with Jerriane to let her know what the duties of the position are. There is one more week of voting for this year's open positions, and then Catherine will pass the duties to Jerriane.

**Task force for the constitution and bylaws:**

Libby reported on the work of Stephanie Bowers on revising the handbook, constitution, and bylaws. The handbook could be changed without a vote, but any changes to the constitution and bylaws must be sent to the membership for a vote. The changes included the name change and other changes that will make the constitution and bylaws reflect how things are currently done. The board needs to approve the changes to these documents, so that the changes can be sent to the membership. Deborah emailed about changing the bylaws to requiring that members pay

membership every year at the conference, but this issue will hopefully be addressed by MemberPlanet sending reminders. As MemberPlanet is still a work in progress, it might be best to wait until that the MemberPlanet processes have been developed further. Catherine moved to approve the constitution and bylaw changes. Jerrienne seconded the motion. **The board voted to approve the changes to the constitution and bylaws.** Melanie will send out the changes to the membership by Thursday, so they will have two weeks to review before voting at the conference.

## **Reports**

### **Archives:**

No report.

### **Awards:**

Monica emailed out the award committee recommendations for the awards. The awards committee recommended the following: Deborah K. Bernhard for the Scottie W. Cox Memorial Scholarship, John Walsh for the Mertys W. Bell scholarship, and Andrea Kincaid for the NCCCLA Conference Grant, and Jackie Case for the Lifetime Achievement Award. Jerrienne made a motion to approve the awards, Staci seconded the motion. **The board voted to approve the awards recommended by the committee.**

### **Conference Planning:**

The conference is three weeks away. Deborah sent an email with the membership list and the conference registrations. We have 57 people who have registered. Catherine will send an email to the people who have signed up for the wine tour with specific information. Catherine is now seeking moderators for sessions. Retha volunteered to moderate the 8:30 session on Thursday. Other details being finalized are name tags, table decorations, snacks, gift bags, and moderators. Our morning breaks and dinner are all sponsored by vendors. Libby has secured the vendors.

### **Membership:**

See subcommittee report above, and Carmen reports that Deborah and she talked that the next priority is to figure out how to use MemberPlanet to record payments. MemberPlanet is not communicating with PayPal, and it is not streamlined. We can also retroactively enter in a payment date for a member. There needs to be a meeting this summer to work through these issues.

### **Newsletter:**

This is on hold until MemberPlanet is developed.

### **NCCCS/Library Services Advisory Council:**

No report.

### **Nominating:**

Catherine will send out a reminder to the membership to vote.

**Priorities:**

Alan reported that the conference is the priority now and the next priority is using MemberPlanet.

**Treasurer:**

Deborah Foster sent out the financial statement to Executive Board.

Deborah Foster submitted the following financial report for the dates 1/15/2016– 2/15/2016:

		Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking		4780.74	79.85	71.19	4772.08
Money Market		5903.42	0.00	4.20	5907.62
Money Market		58698.83	0.00	41.71	58740.54
Shares		25.42	0.00	.02	25.44

She also sent out the spreadsheet showing the number of members and the number of people registered for the conference.

**Website:**

Alan updated the minutes from last meetings and everything is up to date. Alan has been updating the conference LibGuide making small changes and making sure all the necessary content is there. We will take down PayPal for conference registration on March 4 to allow time for making name tags etc.

**District Updates****District 1:**

Absent.

**District 2:**

Absent.

**District 3:**

Absent.

**District 4:**

No report.

**District 5:**

Retha is encouraging people to join and build membership.

**District 6:**

No report.

**Next Meeting:**

The annual business meeting will be at the conference in March. Catherine will set up the next board meeting after the conference.

**Adjournment:**

The meeting was adjourned by Melanie Gnau at 3:50 PM

Respectfully Submitted,  
Annie Harris (Secretary)