

**NCCCLRA Executive Board Conference Call
December 11, 2007
2:30 p.m.**

Attending:

Myra Blue	Pamlico
Cathy Campbell	Craven
Stephanie Bowers	Pitt
Deborah Foster	Fayetteville
Calvin Craig	Gaston
Ruth Bryan	System Office
Libby Stone	Gaston
Kat Clowers	Lenoir
Michael Rose	Rockingham
Allen Mosteller	Cleveland

Previous Minutes:

Stephanie noted that she was sent no corrections or additions to the posted minutes from the last Executive Board meeting on September 21, 2007. **The motion was made and seconded to accept the minutes as they stand—the motion was carried.**

Treasurer's Report:

Deborah announced the current account balances as follows:

Checking account—\$7439.93

Money Market account—\$5221.92

Scholarship account—\$44,599.91

Share account—\$28.45

A more detailed copy of this report had been sent out to the Executive Board officers prior to the meeting. **The motion was made and seconded to accept the Treasurer's Report as it stands—the motion was carried.**

Conference Planning:

Facility—Cathy reported that she and Tara Guthrie visited the Walker Center at Wilkes Community College on Veteran's Day, where they were "graciously welcomed" and given the "grand tour" of the facility. Cathy noted that the auditorium is indeed grand—very large—but that it can be divided up into separate smaller

sections when appropriate so speakers and session participants won't feel "dwarfed" by their surroundings.

Food—During the visit, campus food services provided a "yummy" snack. Lisa Driver will be working with the Walker Center to come up with the entrée selections for the plated luncheon that will be served on Thursday of the conference. All told, meals and snacks at the Walker Center will end up being less costly than the food for last year's conference in New Bern. Allen is in contact with Tim Rogers, Executive Director of NC LIVE regarding the sponsorship of a vendors' reception on Wednesday evening.

Lodging—Regarding hotel choices, the Hampton Inn is within walking distance of the Walker Center, although it is an uphill walk. This hotel offers a breakfast buffet with a "breakfast to go" option. The Holiday Inn Express is a quarter-mile away but not in an easily "walkable" location. Some participants may need to drive from there, especially considering the potentially intemperate early-April weather.

Theme—This year's conference theme is to be "Carolina Learning ConneXions," to emphasize the many ways in which we all interconnect with each other, our faculties and students, and libraries of other types, even those outside our state. Calvin and Allen will work on coming up with a conference logo to display on the Web site and other conference-related materials.

Fees—Cathy proposed that this year's registration fees be raised somewhat from last year's—the fees are to cover not only conference attendance but the luncheon, breakfast, and all snacks. Proposed fees for this year are as follows:

Full-conference preregistration for members—\$50, for nonmembers—\$55
On-site (walk-in) full-conference registration for members—\$60, for nonmembers—\$65
One-day (pre- or on-site) registration for members—\$35, for nonmembers—\$40
Half-day (pre- or on-site) registration for members—\$20, for nonmembers—\$25

There being no discussion, the motion was made and seconded to accept the increased registration fees—the motion was carried.

Vendor Exhibits—Vendor letters have gone out, requesting fees of \$100 for one table and \$25 for each additional table. Table skirts may be rented from the Walker Center at a cost of \$7 per skirt; the NCCCLRA will be responsible for collecting those fees from vendors who desire skirts. Calvin will put a copy of the vendor letter on the NCCCLRA site.

The lobby area of the Walker Center will be available for the vendors' set-ups. This is a "locked down" facility at night, with the added benefit of routine patrols by campus security.

There is free wireless Internet access available at the Walker Center, but electrical outlets are few and far between in the lobby, so vendors needing a power supply must indicate this ahead of time.

March 3rd is the advertised deadline for remission of vendor fees, but those vendors wanting to come in after that date will still be accommodated (within reason). It was noted that even those vendors declining to rent a table might be willing to contribute materials for the “welcome packet,” as did one vendor recently with an offer to send pens.

Keynote Speaker—Cathy is planning on asking Jan Huggins, Director of QEP (Quality Enhancement Plan) at Wilkes to be the keynote speaker. Wilkes has adopted the concept of “critical thinking” for their QEP focus, a topic that has relevance to all areas of library work. The suggestion was made that it might be best for the keynote address to be given during the luncheon on Thursday, to encourage a higher rate of attendance.

President’s Welcome—Myra noted that she has been working on a “welcome letter,” which she will send to the Executive Board for review before posting on the Web site.

It was mentioned that the Distance Learning Alliance conference in New Bern is scheduled for the same week as our conference, but Ruth felt that there would not be much participant overlap between these two groups.

Project Team Reports:

Bylaws/Constitution—Allen reported that he has been working on revising the NCCCLRA Handbook and has submitted some final revisions for the position descriptions of President and Vice President, as well as the Planning Committee description. Libby has started on the Awards Committee section revision and will send Allen what she has. Kat will send him needed changes for the Membership Committee section. Allen would welcome suggestions from current officers for position description changes.

Membership—Kat noted that membership cards will be sent out the end of January. Some changes in membership procedures will need to be brought before the NCCCLRA membership for a vote at the upcoming conference.

Nominating Committee:

Work by this committee will need to start in January. Myra has sent a description of duties out, and would like a volunteer to chair. Michael will consider chairing and will get back to Myra by the end of the week.

Closing Business:

Ruth noted that the conference CCCLA and CCLINC meetings should be scheduled for a day on which Bill Randall is able to come and participate. Cathy will coordinate that with him—currently, the likely day for these meetings is Thursday of the conference.

Myra announced that she has been working on the Learning Technologies Advisory Committee, an example of a “Learning ConneXion” with the System Office.

Myra further noted that she will be sending the final version of the “Library Advocacy and Liaison” white paper to Calvin for posting.

Myra suggested that carpooling to Wilkes might be a good idea, especially for those coming from the eastern locations.

The next Executive Board meeting will be held sometime in January.

The meeting was adjourned at 3:04 p.m.

Submitted by:
Stephanie Bowers,
Secretary

Addendum to minutes:

As most district directors were not in attendance, no district reports were given. However, two directors sent in reports via e-mail after the conclusion of the meeting, as follows:

District 3: Michael Rose reported that Patricia Leamon at Alamance Community College was instrumental in organizing a meeting of the Reference & Instruction Exchange Group for Friday, Dec. 14 at the Davidson Campus of Davidson County Community College, from 10:00 to 12:00—this is to be an informal meeting to discuss reference issues. He also noted that District 3’s winter meeting will be held at Rockingham Community College on January 11th, 2008.

District 5: Allen Mosteller reported that a District 5 meeting was held on November 2, 2007 at Gaston College. Minutes for this meeting are posted on the NCCCLRA Web site.