

NCCCLRA Executive Board Conference Call
January 18, 2007
1:00 p.m.

Attending:

Mike Crumpton	Wake
Myra Blue	Pamlico
Stephanie Bowers	Pitt
Calvin Craig	Gaston
Donald Forbes	Guilford
Cathy Campbell	Craven
Patricia Leamon	Alamance
Catherine Lee	Cape Fear
Libby Stone	Gaston

Nominating Committee:

Catherine Lee will be chairing this year's Nominating Committee for new Executive Board officers; working with her will be Don Forbes and Peggy Quinn (last year's chair). She has drafted a memo asking for nominations that will be sent out through "normal channels" (which means sent to the list of library directors).

The question was raised as to there being a list that would include the entire NCCCLRA membership, not just the directors (who sometimes fail to forward messages to their staff). There is no current e-mail list of the entire membership although Deborah Foster keeps a list of members' names. However, it would be a major undertaking to create a group e-mail list of this size. We might want to mention at the conference that those who feel they are not being sent any NCCCLRA-related messages should talk to their directors.

Policies and Procedures Committee:

The meeting that had originally been scheduled for this week did not take place as Mike would like to encourage more people to join this committee, particularly those who have been involved with procedural concerns in the past. The current committee includes Gena Craig, Don Forbes, and Libby Stone.

Any drafts of proposed procedural changes developed by the committee can be included in the conference programs, so that they might be voted on by the NCCCLRA membership at the conference business meeting.

Clay Hines, former attorney for the System Office, has recently taken a part-time position at Wake Tech. Mike will check with her on some of the legal questions related to current NCCCLRA procedures that have arisen over the past few months.

Conference Update:

Planning Status—Myra reported that conference planning is entering its final stages:

The registration form is up and running on the NCCCLRA site and registrations are starting to trickle in. Name tags are being worked on.

The letters to vendors have been distributed. We want to encourage as much participation by vendors as possible so we should all be alert to opportunities for promoting the conference when talking to vendors in our normal course of business, especially if we are in the process of negotiating a deal with any of them. Remember to direct them to the conference Web site for forms, etc.

Expenditures so far are \$987.50 for the Convention Center deposit; income is \$500 for entertainment expenses. We need to finalize snack funding based on vendor interest.

Menus have been chosen for the banquet and final-day breakfast.

A block of rooms at the Comfort Suites has been set aside; unbooked rooms will begin to be released starting on February 12.

Hospitality—Myra noted that, although Comfort Suites has been chosen as the “official” conference hotel, she would still like to do something with the Sheraton (which is next door to the Convention Center). They will be undergoing renovations at the time of the conference so they would not have worked well as the main conference hotel, but we could perhaps block out 10 rooms with them anyway for those who might prefer to stay there (the Sheraton allows pets in certain rooms whereas other hotels do not). Myra also brought up the idea of booking a “hospitality” room with them, possibly in which to hold the Tuesday night vendor reception. Cathy pointed out that she has already made arrangements for the Encore! singers to perform in the Convention Center main hall, as well as the fact that this time slot is designated for conference-goers to mingle with all the vendors—a tough fit in the smaller hotel space. The committee agreed that a room in the Sheraton would probably not work for this purpose.

Speakers—Dr. Bill Randall has proposed Carolyn Argentati of the NC State Metadata Committee as a conference speaker, but there is some question as to how relevant a talk on this subject might be to a largely “community college” crowd. Myra will check into the purpose of the Metadata Committee to try to get a handle on how well-received such a talk might be. Information provided to the membership beforehand might help with audience reception.

Tom E. Lewis, an author local to New Bern, will be speaking at the banquet. He has requested a table from which to sell his books.

Presentations—We have six confirmed concurrent sessions; there may be six more in the works (these are ones that people mentioned they intended to do, but for which the official forms have yet to be sent in). Mike and Suvanida Duangudom will follow up with those who have expressed an interest.

Marketing—Angela Davis is creating a flier that can be sent out to various groups to invite them to the conference.

Prizes and Giveaways—Mike has ordered bags to be made with the NCCCLRA logo on them from the same company that produced last year’s water bottles; these will be white plastic bags with blue lettering. The cost is \$300 for 500 bags, so these should last through a few conferences.

The Comfort Suites has agreed to donate a \$130 weekend getaway room as a conference door prize. Other door prizes and “goodie bag” items from various schools are being gathered.

Next Planning Committee Meeting—Myra would like to hold the next meeting of the Planning Committee in the last week of January. She will have more details on how registration is progressing by then.

Awards Committee:

Libby has so far received one nomination for the Life Membership Award. She hopes to have some scholarship applications soon.

Next Executive Board Meeting:

Mike would like to schedule the next Executive Board Meeting after the upcoming Planning Committee Meeting, possibly on February 2.

The meeting was adjourned at 1:45 p.m.

Submitted by:
Stephanie Bowers,
Secretary