

**NCCCLRA Board Meeting Minutes
December 12, 2012
2:30 PM Conference Call**

Present:

Amy Burns (CPCC)
Lisa Shores (RCCC)
Jackie Case (Wake)
Stephanie Bowers (Pitt)
Alan Unsworth (Surry)
Catherine Tingelstad (Pitt)
Cathy Campbell (Craven)
Grant LeFoe (SPCC)
Deborah Foster (Fayetteville)
Suvanida Duangudom (Wake)
Staci Wilson (CVCC)

Absent:

Libby Stone (Gaston)
Mary Lane (GTCC)
Nicole Garner (SCC)

The meeting was called to order at 2:35 PM.

Minutes

Minutes from the October 25, 2012, conference call were reviewed. A change was recommended to specify the fact that the survey being sent out to the membership was to vote on a conference theme and get an estimate of the number planning to attend the conference.

Motion to approve minutes with the change was made by Jackie Case and seconded by Deborah Foster, and unanimously approved by the Board. Amy will send the minutes to Alan Unsworth to add to the newly updated website.

Treasurer's Report, Deborah Foster

Treasurer's report was provided by Deborah Foster. November 19, 2012, bank statement was shared and reviewed by the Board. The Interest Checking Account is the account out of which all the conference expenses were paid in October, leaving a \$4,969.93 balance. Although one of the Money Market Share Accounts is designated for scholarships, these have been being paid out of the Interest Checking Account for convenience.

Market Share Accounts make between \$30-\$35 a month.

3 or 4 new members have joined and 2 members have paid dues through the 2013-2014 membership year.

Discussion began about the handling of annual audits of financial records, which is one of the responsibilities of the President. It was suggested that this be done on the last day of the conference. Deborah reported that there have been two external audits since 2003.

Tax Exempt Status

Following discussion regarding the non-profit status of NCCCLRA, Amy will appoint a task force in January to investigate the need for Federal and State Tax ID Numbers, as well as what to do regarding making changes to these accounts.

PayPal

Deborah shared her concerns about offering PayPal as an option to pay for conference registration. We need to find out more detail regarding fees and how soon money is made available. Amy will check with the Treasurer of Metrolina Library Association to see what their experience has been like using PayPal. She will turn over findings to the Conference Planning Committee.

Conference Planning Committee Report (Amy Burns presented for Libby Stone)

Postcards for the conference, printed and mailed from Gaston, would cost \$18.00 for 150 black and white or \$40.50 for 150 color. The Board felt this was a reasonable quote. When an invoice is received, Amy will forward a memo to Deborah to pay as a conference expense.

Amy will sign and return the contract for the conference speaker, Celia Rivenbark. She will ask Deborah to pay the \$500 fee as a conference expense.

Proposal form for conference sessions is on the website.

Committee Reports:

WebMaster, Alan Unsworth asked that the Board take a look at the newly updated site and send any suggestions to him.

Deborah asked about having a place where members could check the website for membership renewal dates. Following a discussion regarding privacy issues, it was decided to put a link on the conference registration page to link back to the membership page with a statement letting people know to contact Cathy Campbell, Membership Chair, to determine renewal dates.

Nominating Committee, Catherine Tingelstad

Catherine sent out an email to the membership requesting nominations for President, Vice-President and Secretary. Lisa and Alan both agreed to have their names put forth. Nominations end on December 19, 2012.

Procedures, Stephanie Bowers

It was suggested that we need to review and update the handbook in the near future due to changes in procedure.

Membership, Cathy Campbell

No Report

Scholarships, Mary Lane

No Report (Absent)

Next meeting is TBD in January. Amy will send out a poll to determine the date after the holidays.

The meeting was adjourned at 3:21 PM.

Respectfully Submitted,

Lisa Shores, Secretary