

## NCCCLRA EXECUTIVE COMMITTEE CONFERENCE CALL

February 23, 2012

### IN ATTENDANCE:

Suvanida Duangudom, Wake  
Sue Henry, Martin  
Deborah Ashby, Sandhills  
Gail Ambrose, Beaufort  
Colleen Turnage, System Office  
Allan Unsworth, Surry

Susan Williams, Blue Ridge  
Cathy Campbell, Craven  
Deborah Foster, Fayetteville  
Stephanie Bowers, Pitt  
Michael Rose, Rockingham

Suvanida called the meeting to order at 2:33 p.m. Roll call was taken.

### **OLD BUSINESS**

Minutes from the January 26<sup>th</sup> meeting had been previously sent out for review. A few changes were noted. Deborah Foster made a motion to accept the minutes as revised. Cathy Campbell seconded the motion.

### **NEW BUSINESS**

Deana Guido who was previously the Vice-President has resigned from her position; and will no longer be planning the April conference. She has recently had a change of job responsibilities at Nash due to the retirement of the library director, Lynette Finch. We will fill the Vice-President's position as soon as possible. A couple of contacts have been made in an attempt to fill the office.

Suvanida is on the planning committee for the conference in April. The committee met last week to firm up details. Asheville-Buncombe Technical Community College has given a quote on their facilities of \$1400.00. This cost could be reduced if we do not need that many classrooms and only need to use the facilities for a half day on Tuesday. Deborah Foster asked if the price quoted would include any charge for set-ups. We need to determine whether there would be an additional charge for Internet usage or charges for microphones for the presenters. Suvanida will check on those items to see if there are any additional charges.

Once we settle on a final date, Suvanida was told there would be a 25% deposit required. We have reserved the dining room for the entire day the first day of conference, and half a day on the second day. We will also be granted access to two classrooms to use for training areas in the Magnolia Building. Asheville-Buncombe Technical Community College will be on spring break that week, so students and traffic will not be an issue if that date works.

Carol Fleming from A-B Technical Community College has sent Suvanida a rental agreement to sign.

Suvanida will check on the additional charges that may be connected to using their Technology.

Deborah read off the rates for the different categories for NCCCLRA membership dues which run from conference to conference and rates for conference registration.

Membership dues are:	\$10.00 for retired, paraprofessionals or students
	\$15.00 for non-library personnel
	\$25.00 for professional staff
	\$75.00 for corporate members

Conference Registrations will be:

Entire Conference	\$20.00 for NCCCLRA Professional members
	\$15.00 for NCCCLRA Paraprofessionals or students
	\$25.00 for Non-Members
One Day (April 2 <sup>nd</sup> )	\$18.00 for NCCCLRA Professional Members
	\$12.00 for NCCCLRA Paraprofessionals or students
	\$22.00 for Non-Members
Half Day (April 3 <sup>rd</sup> )	\$15.00 for NCCCLRA Professional Members
	\$10.00 for NCCCLRA Paraprofessionals or students
	\$20.00 for Non-Members

Checks should be mailed to Deborah Foster, Treasurer of NCCCLRA. The deadline for pre-registration is March 23<sup>rd</sup>, 2012. If anyone misses the deadline on the 23<sup>rd</sup> of March, they can still attend by e-mailing Deborah the conference form by March 30<sup>th</sup> and saying they “will pay at the door.” Cathy Campbell agreed to revise the registration form from last year and send it out to everyone by e-mail.

All committee members expressed satisfaction with keeping the cost of the conference low. Sue Henry thought that \$20.00 for 3 snacks, lunch and the reception was extremely reasonable. Cathy Campbell offered as comparison, the registration for the UNC-LAUNCH to be held on March 5<sup>th</sup> (\$35.00 for one day.) Deborah Foster said that we have \$5,000.00 in the general account budgeted for the conference.

The committee is getting proposals from two different caterers for lunch and it looks as though the box lunches will run about \$8.50 per person. Emery Pratt has agreed to sponsor a snack break with cookies and punch on the first afternoon of the conference. The evening reception may be something simple like fruit and cheese balls.

Sue Henry made a motion to accept the proposed conference costs as presented. Cathy Campbell seconded the motion. Rates accepted.

The group discussed the presenters and topics for the NCCCLRA conference. Allan says that Jean Ferguson will be the keynote speaker for the general session. There will be a break and

then everyone will stay in the same large room and deal with issues for community college libraries. After a break for lunch, Beverly Gass will do a presentation on the history and future of the North Carolina Community College Learning Resources Association.

CCCLA is not planning on having a meeting at the conference, but will instead meet during the conference to be held at the Raleigh Convention Center October 5<sup>th</sup>-9<sup>th</sup>, 2012. rence planned in Raleigh at the convention center. The date for that conference has been set for October 5-9<sup>th</sup>, 2012.

Discussion then turned to the need for a new vice-president and secretary for next year. Election of new officers will be done at the October conference.

Suvanida had contacted several people about serving as the new NCCCLRA Vice-President. It is required that the candidates for officers must be members of the NCCCLRA. Suvanida had gotten in touch with Amy Burns from Central Carolina Community College. She was out of the organization for a while, but she is now a member and has voiced a willingness to serve in the vice-presidential capacity as soon as she can arrange her schedule. If she accepts the nomination, and we elect her in October, she will be vice-president/president elect for only six months. Her office will be a "fill-in" position to complete Deana Guido's remaining term.

Anyone who is interested in the position as vice-president or as secretary will need to submit an application to Michael Rose as the nominations chair-person. Terms for officers are from conference to conference; spring to spring. Suvanida will draft an e-mail for election.

Stephanie said that the community college section of NCLA would like to provide bookmarks at our conference in Asheville to promote awareness of their organization. In the past, NCLA has had booths when we had vendors at conference. There has never been any conflict in the past. We may want to do something cooperative with NCLA in the future. .

Next, the group brought up names of several people who are being considered for awards. They will be announced at conference. It was also mentioned that Roxanne Davenport will be retiring next week (the end of February.)

Suvanida provided an update from Martin House (who was unable to attend the meeting) about the logo contest. Martin is putting the finishing touches on the flyer and has most of the details ready to go, but has not put it on-line yet. The registration forms for the logo contest will be available soon.

The next conference call meeting was scheduled for March 22<sup>nd</sup>, 2012 at 1:30 p.m.

With no further business, the meeting was adjourned at 2:57 p.m.

Respectfully submitted,

Gail Ambrose, Secretary