

NCCCLRA EXECUTIVE COMMITTEE CONFERENCE CALL
APRIL 26, 2012

IN ATTENDANCE:

Suvanida Duangudom, Wake
Michael Rose, Rockingham
Gail Ambrose, Beaufort
Amy Burns, Central Piedmont
Stephanie Bowers, Pitt

Sue Henry, Martin
Deborah Foster, Fayetteville
Susan Williams, Blue Ridge
Alan Unsworth, Surry
Cathy Campbell, Craven

Suvanida called the meeting to order at 2:37 p.m. She asked if everyone had reviewed the minutes that were e-mailed out.

OLD BUSINESS

Sue Henry made a motion to accept the minutes as presented. Gail Ambrose seconded the motion. Everyone was in favor of the minutes, none opposed. Minutes were accepted and approved as written.

NEW BUSINESS

Conference Evaluation

The first item on the agenda was the report on the conference in Asheville. Amy said that based on the conference evaluations that were filled out and comments that were offered, that the conference was a great success. The most popular session was Jean Ferguson's keynote address, followed by Emily King's presentation. Amy offered samples of the comments that were made by attendees and suggestions for ways to improve the next conference. In many comments, the location was praised.

Deborah Foster said that there were a total of 62 people registered for the conference and only three or four who didn't show up, for a total of 58 attendees. Of the 58 who attended, there were 55 evaluation forms returned. The executive committee considered that an excellent percentage of responses.

Nominations

Suvanida asked Michael Rose if he would like to go ahead with the next item on the agenda, which were nominations of new officers. Michael asked if there has been an end date set for acceptance of nominations. He had checked the by-laws and learned that nominations are supposed to be made at least three months or more prior to the annual conference. The

committee decided at the last meeting, that there was not enough time prior to the Asheville un-conference to make nominations, so nominations will be announced online.

Michael said that the nominations committee needs time to gather biographical information about each person who is running for an office so that the membership can know a bit about each nominee. Our October meeting this year will not be recognized as an annual conference, like it has been in the past. This October's meeting will be a business meeting only.

Lisa Shores from Rowan-Cabarrus has been nominated for Secretary. Deborah Foster has agreed to retain the position of Treasurer. Both Libby Stone and Alan Unsworth have been nominated for the office of Vice-President/President Elect. Michael will be sending out a notice to the membership next week soliciting any additional nominations.

A copy of the membership spreadsheet will be sent out to Michael by Deborah Foster, which will list last year's members and those who have paid this year's membership. Michael suggested that any of the executive committee members can go to the website and review details and the time-line for elections under the heading "nominating committee."

Treasurer's Report

Deborah Foster gave the treasurer's report. She explained that conference costs had gone a bit over budget. Membership dues were paid in the amount of \$1,000.00. Actual conference registrations were paid in the amount of \$1,170.00. One donation was made to the Bell Scholarship in the amount of \$15.00. We started with a total of \$2,185.00 to work with. Deborah kept a spreadsheet showing all the expenses for the April 2-3, 2012 conference.

Expenses were paid in the following amounts:

| | | |
|------------------------------|-------------------|---------------------|
| Homegrown breakfast & lunch | \$1,328.73 | |
| AB Tech Building Rental | 880.00 | \$3,275.03 |
| Postage overnight Foster | 18.95 | <u>- \$2,185.00</u> |
| Supplies | 11.83 | <\$1,090.03> Over |
| Budget | | |
| Melanie Gnau Scholarship | 181.45 | |
| Amanda Harris Speaker Travel | 170.94 | |
| Artisan evening reception | 489.53 | |
| House of Trophies plaque | 155.29 | |
| Supplies | <u>38.31</u> | |
| Total Expenses | <u>\$3,275.03</u> | |

Deborah Foster said that she keeps \$5,000.00 in the general checking account to act as a cushion, so we came out alright overall. We usually anticipate between three thousand and five thousand

dollars for conference expenses. Not having vendors for this conference had a financial impact. There was a good amount of food included in the cost of registration for this conference, and the food was one of the largest expenses. Several people promised to pay for their dues at the door, and a few also said they would mail their dues in after conference, but Deborah hasn't received them. There were a good number of first time attendees at this year's conference, which was fantastic.

We collected \$71.00 at conference for the 50/50 scholarship which was deposited into the scholarship money market account. Deborah Foster made a motion to accept the conference financial report. The motion was seconded by Amy Burns. The report was approved.

Suvanida will send out copies of the conference spreadsheet to the executive committee members and then it will be posted on the association's website. Deborah will be happy to answer any questions about the spreadsheet.

Awards

Libby Stone gave an update about the scholarship committee. We will need a replacement for Libby as our awards committee chairperson. Libby said that one person has said they might be willing to take that position over. She is working on the professional development grant now and will be addressing that in the next couple of months.

Business Meeting

Discussion turned to the October NC Community College System conference. The conference will involve community college instructors, distance education people and library services. It will be held October 7-9, 2012 in Raleigh at the Raleigh Convention Center. It is necessary to have elections of NCCCLRA officers prior to our Association's business meeting. Our NCCCLRA business meeting will be a lunch time meeting on Monday, October 8th from 11:45 a.m. to 1:00 p.m. Several ideas were presented about the October meeting. Suggestions were made about doing a professional development session on LibGuides. CCLINC (will have a session on Workflows updates and changes) and CCCLA are each planning to get together for breakfast meetings on Monday and Tuesday, from 7:00 a.m. - 8:15 a.m., respectively.

Dave Trudeau sent out e-mails to see if there are members who would like to do any sessions for the October meeting. Session proposals must be sent to the system office. There will be an opening session with a keynote speaker the morning of October 8th and then members will break into small sessions and discuss library services. The registration fee has been set at \$125.00 for the whole three day conference. The room has already been reserved for the NCCCLRA business meeting. We will need to have the induction of the new officers, lunch and the LibGuides professional development session all in about one hour and 45 minutes.

Sue Henry thought that if she only wanted to go for one day for the business meeting, that it would be difficult to justify the entire \$125.00 three day registration cost just to attend the

business session. Cathy offered that we could just cancel our participation and do something on one of the community college campuses with a minimal amount charged just for the NCCCLRA business meeting and lib guides.

Sue introduced the idea of having the business meeting online. She thought that since we have the technology, we could just go to the information highway rooms at the respective colleges and log-in to the meeting. There should be a way that members who can't travel could participate "virtually." Amy Burns really liked that option. She said that we would need help from our information highway staff and possibly IT folks to make it happen. Gail commented that we wouldn't know if we could make that option work until we ask some questions of technical support, but it would definitely be worth checking into.

Amy mentioned that there may be some free resource that we could use to broadcast our meeting through web access and members could at least hear it, if not see the meeting live. Discussion followed. Amy was of the opinion that it is definitely time to do a virtual meeting if we can make it happen. We may want to consider including Colleen in the planning, since the system office may have a space and/or equipment we could use.

Amy Burns and Libby Stone have submitted a proposal to present at the October Community College conference. If their proposal is accepted, they would have to present in Raleigh, but if not accepted, they could be involved in a conference at one of the community college campuses or the system office.

Dave Trudeau is trying to get proposals sent in so that libraries can be recognized and get exposure at the community college conference. Dave suggested that if members want to "Google" the NC community college system conference, the list of sessions and programs should be coming out on the site very soon. Round table sessions proposals are still being accepted on the NC community college system conference website. According to the information on the site, round tables will be held on Monday and Tuesday from 7:15 a.m. - 8:15 a.m.

Several libraries may want to cooperate and come together to host regional meetings in small clusters. It would be nice to drive only an hour or so and meet with 5 or 10 other librarians in the District to share ideas in the information highway rooms. District representatives could come to the district office training room and volunteer to host meetings at their libraries. The end of September might be a good time for this since there are no holidays in September, except for the first week of the month.

Marketing

Suvanida asked if everyone would like to move the re-branding to the next meeting. Martin was not present and he has been doing a considerable amount of work on that. Sue Henry made a

motion to move the branding discussion on the agenda to the next conference call meeting.
Susan Williams seconded the motion. The motion carried.

Suvanida announced that the next meeting will be on May 31st, 2012 at 2:30 p.m.
The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Gail Ambrose, Secretary