

NCCCLRA EXECUTIVE BOARD MEETING

AUGUST 30, 2012

IN ATTENDANCE:

Suvanida Duangudom, Wake

Amy Burns, Central Piedmont

Gail Ambrose, Beaufort

Cathy Campbell, Craven

Libby Stone, Gaston

Stephanie Bowers, Pitt

Alan Unsworth, Surry

Helen Colevins, System Office

Sue Henry, Martin

Deborah Foster, Fayetteville

The meeting was called to order by President Suvanida Duangudom at 2:35 p.m. Roll call was taken.

Deborah Ashby, who recently paid her membership dues, was added to the members list.

OLD BUSINESS

The minutes from the June 28, 2012 conference call were reviewed, since they were not finalized during the last meeting. Sue Henry made a motion to accept the minutes as read. Minutes approved as submitted. The minutes of the last meeting held on July 26, 2012 were also examined and a correction was made regarding the order of sessions to be presented during and after the business luncheon meeting at the NC Community College System Conference on October 8, 2012. A motion was made by Deborah Foster to accept the minutes as amended. The motion was seconded by Cathy Campbell. With everyone in favor, none opposed, the motion carried to accept the minutes as corrected.

NEW BUSINESS

Suvanida announced that she will be sending a revised registration form for the October conference and business luncheon out to the membership. An email announcement that had been previously sent out did not have a registration deadline on it. The deadline for the luncheon registration is September 24, 2012. The grand total of the banquet contract based on 50 lunches at \$27.95 per person is now at \$733.60. Our organization is required to send a certified check, in lieu of a credit card or debit card, to the caterers at the Raleigh Convention Center to cover 90% of our lunch contract by September 10, 2012, which would amount to \$660.24. Suvanida will write a letter to Deborah Foster to give her permission to write the check to pay the 90% deposit to the convention center.

The catering manager, Kate Jansen, has agreed to add vegan plates to our banquet order. The Penne Pasta dish is a vegetarian dish, but not vegan. Sides will be an additional \$2.00 each. Suvanida said that the caterer will not charge an additional fee if we don't meet our minimum 50

people for the buffet, but the menu may be changed if the minimum quota is not met since the buffet is designed for 50 people.

Suvanida will correct our organization's information on the Banquet Event order to match the information on the certified check. Suvanida will also provide her personal credit card number to cover the incidentals and will serve as the contact for the caterer. The NCCCLRA luncheon/business meeting will begin about 11:30 a.m. on October 8, 2012.

Deborah Foster explained that she will not be able to attend the conference. She asked if someone else could register for the early part of Monday. She'll come for the Monday luncheon meeting. Discussion followed. Deborah Foster will be collecting all the conference registration money, as forms are sent in, and all the dues for memberships. Deborah reported that we have used 918 checks since the organization's beginning. She said that she can continue to use the old checks that we have now and just mark out the old name, if the membership votes to change the name of our organization at the business meeting/luncheon.

Cathy Campbell brought up a point that Stephanie Bowers had recently raised via email, suggesting that the registration be from March to March, rather than from the present October conference to conference. She explained that the membership had actually already voted for dues to be paid for one year from the receipt of the dues. That was voted on at Wilkes Community College in 2008. This method would allow new people coming to work in the community colleges to join at any time during the year. The change will result in tighter bookkeeping being needed, but the membership chairperson and the Treasurer could coordinate and it wouldn't be so difficult. Amy Burns felt that anyone should be able to join whenever they desire to become a part of the organization. All that would be required would be to put the dates that dues were paid into a spreadsheet to keep track of the dates when each members' renewal was coming due. We may even consider posting the memberships on our website with a password so that members could access the information and keep track of their membership renewal dates.

Martin could put the spreadsheet up on the NCCCLRA website. When members log in, they would get a completely different menu on the left side of the page. We would change the menu to read "membership valid for one year."

The next item on the agenda dealt with results of the "awareness survey" that Amy Burns had sent out. Amy received sixteen responses. She will send out reminders. She said it usually takes about three reminders to get an adequate number of results. Amy will create a report to send out after more responses come in. Michael Rose is also planning to send out reminders about elections of new NCCCLRA officers.

Suvanida announced that she had contacted Penny Sermons at Beaufort, as Penny is the chairperson for the Community and Junior Colleges Library Section (CJCLS) of NCLA. They talked about a collaborative workshop between CJCLS and the North Carolina Community

College Learning Resources Association. The CJCLS and the NCCLRA share many of the same members and the two organizations have very similar mission statements. Discussion followed about when the collaboration might occur. Suvanida mentioned that CJCLS and NCCCLRA both have goals to increase membership.

After the State Library of North Carolina offered the recent LibGuides training, a good deal of interest was generated and now they have decided to offer more “training stations” in the fall. Those libraries that have been using LibGuides for a while could definitely send representatives to help train others. Sue Henry commented on Suvanida’s LibGuide example, which was mentioned at a workshop she recently attended. Sue said that LibGuides are a great resource and that the one Suvanida did was just beautiful. Suvanida explained that the LibGuide contains information based on the workshop training outline, and in general LibGuides don’t take too long to create. Several people made comments on the benefits of LibGuides, and that the State Library should offer more workshops with professional development credits attached to them as it would provide encouragement for new members to attend and get involved.

The next topic presented was about our NCCCLRA status as a non-profit organization. Amy asked if we had gotten any information from the state office’s attorney. During the discussion that followed, it was suggested that some of the community colleges may have someone on their campus who might offer advice to us about filing for non-profit. Amy said that she will see what she can find out that may help us before our next meeting on September 27, 2012 at 2:30 p.m. There may be a form available for us to fill out that would simplify the process.

The business meeting at the conference on October 8, 2012 will consist of installing new officers and committee members. New officers will assume their responsibilities at the conclusion of the business meeting.

With no further business to be discussed, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Gail Ambrose, Secretary