

**NCCCLRA Board Meeting Minutes
February 12, 2013
2:30 Conference Call**

Present:

Amy Burns, President (CPCC)
Libby Stone, Vice-President/President-Elect (Gaston)
Deborah Foster, Treasurer (Fayetteville)
Suvanida Duangudom, Past President (Wake)
Lisa Shores, Secretary (RCCC)
Cathy Campbell, Membership (Craven)
Stephanie Bowers, Procedures Officer (Pitt)
Mary Lane, Awards (GTCC)
Catherine Tingelstad, Nominating & District 2 Director (Pitt)
Jackie Case, District 1 Director
Nicole Garner, District 4 Director
Grant LeFoe, District 5 Director
Staci Wilson, District 6 Director

Absent:

Alan Unsworth, Webmaster & District 3 Director (Surry)

The meeting was called to order at 2:33 PM.

Minutes

Board members were given the opportunity to review the minutes from the December 12, 2012, conference call prior to this meeting. Several changes were recommended and made. Motion to approve the minutes with the changes was made by Deborah Foster and seconded by Libby Stone. Minutes were approved unanimously.

Treasurer's Report

Treasurer, Deborah Foster reported the following balances as of January 16, 2013:

Interest Checking	\$ 5,029.91
Money Market 1	\$ 5,737.91
Money Market 2	\$ 49,381.13
Share Account	\$ 30.55*

*As previously discussed, Deborah plans to bring the Share Account balance down from \$30.55 to \$25.00.

\$500 was disbursed for the second installment of the Scottie Cox Memorial Scholarship.

To date, twenty-four people are currently registered for the NCCCLRA Conference in Wilmington on March 11-12, 2013.

Election Results

Catherine Tingelstad reported that thirty-three people responded to the Survey Monkey election poll.

Alan Unsworth received 32 votes for Vice-President/President-Elect, and Lisa Shores received 33 votes for Secretary.

Conference Update

Libby Stone reported that the Conference Planning Committee is meeting weekly.

The website is up-to-date with conference information.

The committee is currently working on the program.

Libby asked if she needed to submit a conference budget to the Board for approval. Following discussion, it was decided that she would propose a rough budget to include estimated printing costs for postcards and programs, postage, the speaker, lunches and break refreshments based on seventy-five attendees. She will also include any incoming donations from vendors. The budget will go out in an email for Board approval since the Board will not meet again before the conference.

Libby reminded members to bring door prizes for the reception and closing session drawings.

District meetings should be held on the first afternoon of the conference. It was suggested that Board members stop by these meetings to encourage them to meet twice a year in addition to the meeting held at the conference. This meeting can be used to set the meeting schedule, hold district elections, brainstorm ideas for programs, and make pertinent announcements. Board members should also make sure that District Directors know that they can apply for reimbursement toward the cost of holding district meetings up to \$100. Reimbursement requests should be sent to the President for approval.

Moderators are needed to attend sessions to introduce presenters and start and end the sessions on time. Interested parties should contact Penny Sermons at pennys@beaufortccc.edu with the subject line "Moderator."

Cathy Campbell complimented Libby Stone on her work in securing donations from Emery-Pratt (\$300) for refreshments and EBSCO (\$500-\$700) for lunch on Monday and the evening reception.

Federal Tax ID

After further research, it was decided that we would not pursue applying for Federal and State Tax ID numbers since it doesn't seem to be as crucial as first thought. We may revisit this in the future if necessary.

Committees:

Scholarships

Mary Lane reported that the committee unanimously selected the following recipients with the caveat that the deadline is February 15, 2013.

Paraprofessional Conference	Kathy Fountain (Rowan-Cabarrus)
Professional Conference	Peggy Jackson Cotton (Central Carolina)
Professional Development	Bonnie Toenniessen
Lifetime Achievement	Beverly Gass
Scottie Cox	No award
Mertys Bell	No award

Deborah Foster moved to approve the awards as presented with a second by Jackie Case, and the Board voted unanimously to approve the awards.

Nominating

Catherine Tingelstad reported the election results at the beginning of the meeting and had no further report.

Membership

Cathy Campbell reported that 21 people have paid dues for 2013-2014. She plans to send an email to everyone whose membership expires in April to remind them to renew when registering for the conference.

There was a question regarding those who have received Lifetime Achievement Awards. The list is available on the website.

Other

Libby Stone brought up the idea of moving the conference back to summer instead of spring. Various pros and cons were discussed. The conference planning committee is responsible for setting the date for the conference, and the Board approves the date. Alan Unsworth will need to meet with the current Conference Planning Committee. A question regarding conference date preference could be added to the evaluations. The discussion was tabled until the April meeting.

The meeting adjourned at 3:30 PM

Respectfully Submitted,

Lisa Shores, Secretary