

**NCCCLRA Executive Board
Meeting Agenda
February 25, 2014 2:30 p.m.**

Meeting called to order at 2:35 p.m.

Present:

Libby Stone, President
Lisa Shores, Secretary
Deborah Foster, Treasurer
Amy Burns, Past President
Cathy Campbell, Memberhip
Stephanie Bowers, Procedures Officer
Monica Young, Awards
Melanie Gnau, District 1
Catherine Tingelstad, Nominating & District 2
Nicole Garner, District 4
Grant LeFoe, District 5
Staci Wilson, District 6
Colleen Turnage, NCCCS

Absent:

Alan Unsworth, Vice Pres./President-Elect
Christy Earp, District 3

Approval of minutes

A motion was made by Deborah Foster to approve the minutes of the previous meeting with a second by Amy Burns. The motion passed unanimously.

Old Business

NCCCLRA Handbook Revision task force – Stephanie Bowers

- Stephanie has put out a call to current and former officers to solicit feedback regarding the position descriptions. She continues to work on the revision of the handbook.

Quarterly Newsletter – Cathy Campbell

- Discussion ensued regarding the drafts of the newsletter Cathy provided for feedback. She has had difficulty getting a response to her calls for information to include in the newsletter.

Action Item: Cathy will have the first issue of the newsletter ready to send out via email in March. It will also be posted to the LRA website.

Membership renewal notification – Cathy Campbell & Alan Unsworth

- Alan found out that we would need to purchase Visual Basic in order to make this happen, so he suggested tabling this for now.

- Staci Wilson will check with a colleague at Catawba Valley to see if she would be willing to assist with Visual Basic.

CJCLS Liaison report – Catherine Tingelstad

- Catherine has spoken with Angela Davis, NCLA representative, and they are exploring ways for LRA and NCLA to work together. They are currently looking into possibly working together on a webinar.
- Libby reported that there is no objection from NCLA for the two groups to collaborate.
- CJCLS will have a table at the NCCCLRA Conference in April.

NCCCLRA Logo task force – Staci, Amy & Libby

- There was some concern that we may not be able to change our name because the State Employees Credit Union is no longer accepting accounts from non-profit groups. After consultation with a representative from the credit union, Deborah reported that we will be able to change our name and still keep our accounts for now.
- Discussion ensued regarding the development of a new logo. If time permits, the board would like to present the new name and logo at the conference in April.
- Libby Stone had spoken with Debbie Bowen, Graphic Design Specialist at Gaston College, to ask what it would cost to design a new logo; Ms. Bowen gave an estimate of \$30 per hour, and thought it would take approximately 3 hours to do the job. Deborah Foster made a motion to create a new logo for the organization, with Libby Stone contacting Ms. Bowen to work with our board and design the logo; Staci Wilson seconded the motion.

Action Item: Libby will work with her colleague at Gaston College to come up with several options for a new logo and present them to the board.

Action Item: We still need to look into the legalities of changing our name and the task force will come back with a recommendation hopefully before our March meeting.

New Business

No new business

Reports

Awards – Monica Young

- The awards committee has received no nominations for awards to date.

Action Item: Libby will send out another reminder.

Conference Planning – Alan Unsworth

- Alan sent his report to Libby before the meeting.
- Following email discussion prior to the meeting, the agenda is nearly finalized.
- There will be three sponsored breaks this year.
- Alan unexpectedly received a bill for \$700 for the use of the conference center. He was under the impression that the fee would be waived.
- The registration form for the conference is available through the Conference LibGuide.

District Updates – District Directors

District 1

Melanie Gnau is planning a virtual meeting.

District 2

Meeting scheduled at Coastal Carolina Community College, March 26.

District 3

No update

District 4

Meeting planned for March 7.

District 5

Met in January and attended a Credo workshop.

District 6

They have a topic for a meeting but don't have a date scheduled.

Membership – Cathy Campbell

No Report

Newsletter – Cathy Campbell

Reported earlier

NCCCS/Library Services Advisory Council – Libby Stone

No Report

Nominating – Catherine Tingelstad

- Catherine put out the call for nominations for Vice President/President-Elect.

Action Item: She has received no nominations to date. She will send out a reminder.

Priorities – Amy Burns

No report

Treasurer – Deborah Foster

Financial Statement as of February 17, 2014

Interest Checking Account

Beginning Balance		
Debits	\$1.00	(Service fee)
Credits	\$1.36	(Dividend)
Ending Balance	\$7,371.38	

Money Market Shares

Beginning Balance	\$5,786.69	
Credits	\$4.28	(Dividend)
Ending Balance	\$5,790.97	

Money Market Shares

Beginning Balance	\$49,974.85	
Credits	\$36.98	(Dividend)
Ending Balance	\$50,011.83	

Shares

Beginning Balance	\$25.05	
Credits: Interest	\$0.01	(Interest)
Ending Balance	\$25.06	

Webmaster/Facebook – Alan Unsworth

- The LRA website has been updated with the board minutes.
- The conference registration form and the lodging information for the Mountain Inn & Suites has been added to the Facebook page.

Next meeting will be March 25 at 2:30 p.m.

The meeting was adjourned at 3:30 p.m.