

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

Meeting called to order at 2:38 p.m.

Present:

Libby Stone, President
Alan Unsworth, Vice Pres./President-Elect
Deborah Foster, Treasurer
Amy Burns, Past President
Stephanie Bowers, Procedures Officer
Melanie Gnau, District 1
Catherine Tingelstad, Nominating & District 2
Nicole Garner, District 4
Staci Wilson, District 6
Colleen Turnage, NCCCS

Absent:

Cathy Campbell, Membership
Christy Earp, District 3
Lisa Shores, Secretary
Monica Young, Awards
Grant LeFoe, District 5

Approval of Minutes

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

Old Business

NCCCLRA Handbook Revision Task Force – Stephanie Bowers

- The task force had a conference call meeting in February and continued their work in cleaning up sections of the *Handbook*. Stephanie brought a recommendation to the Executive Board for the reinstatement of the appointed position of Archivist, so as to have a willing steward of historical LRA documents and the physical LRA archives file cabinet at the System Office. After some discussion, Deborah Foster made the motion to accept the recommendation as stated, Alan Unsworth seconded and the motion received unanimous approval.

Action Item: Archivist section will be created and added to *Handbook*.

Action Item: Once Archivist is appointed, relevant *Handbook* sections will be revised to reflect proper disposition of physical LRA documentation.

- Stephanie further recommended to the Board the dissolution of those standing committees and appointed officer positions that are no longer active in actual practice: Automation Committee, Site Selection Committee, Nominating Committee (change from committee to appointed officer position), Public Information Officer.

Deborah Foster moved that the Automation Committee be dissolved, Amy Burns seconded and the motion was unanimously approved.

Amy Burns moved that the Public Information Officer position be dissolved, Staci Wilson seconded and the motion was unanimously approved.

Deborah Foster moved that the Site Selection Committee be officially dissolved, Staci Wilson seconded and the motion was unanimously approved.

Deborah Foster moved that the Nominating Committee be changed to the appointed officer position of Nominating Officer, Amy Burns seconded and the motion was unanimously approved.

Action Item: Site selection procedures will be written into the Vice President's conference planning section; Site Selection Committee section will be removed from the *Handbook*. Nominating Committee procedures will be revised to reflect duties of the Nominating Officer. Stephanie will remove the Automation Committee and Public Information Officer sections from the *Handbook*.

- Stephanie proposed that the Conference Planning Committee guidelines be taken from the Vice President section and made into a separate section of the *Handbook* for ease of access. She asked if the Planning Committee should be made a standing committee for purposes of *Handbook* organization. Libby noted that standing committees are typically comprised of long-term members, unlike the Planning Committee membership that usually changes with each conference. Stephanie agreed that it was unnecessary for the Planning Committee to have standing committee status, and could simply make a separate *Handbook* section for the guidelines. This proposal was met with general approval.

Action Item: The conference planning guidelines will be taken from the Vice President section and made into a separate section in the *Handbook*.

Membership Renewal Notification – Cathy Campbell & Alan Unsworth

- Alan said that we would need to purchase Visual Basic in order to make this happen, so he suggested tabling this for now. A few suggestions were made by the group that we could try using Google Plus Calendar or simply e-mail members individually. Deborah Foster made the motion to table, Colleen Turnage seconded and the motion was unanimously approved.

CJCLS Liaison Report – Catherine Tingelstad

- No report

NCCCLRA Logo Task Force – Staci, Amy & Libby

- Ms. Bowen is working on several logo designs and hopes to have something to send to the Board by the end of next week.

New Business

No new business

Reports

Awards – Monica Young

Libby Stone reported that the committee unanimously selected recipients for the Mertys Bell and Scottie Cox scholarships and also the Conference Grant. She will get in touch with Monica Young after the meeting to finalize everything.

Addendum:

After the meeting Monica Young reported the following recipients were selected by the Awards Committee:

Conference Grant (Paraprofessional)	Harriet Dameron (Gaston College)
Conference Grant (Professional)	Received no applications
Professional Development Grant	Received no applications
Life Membership Award	Received no applications
Achievement Award	Received no nominations
Scottie W. Cox Memorial Scholarship	Bailey Jones
Mertys Bell Scholarship	Laura Jin

The vote was taken through e-mail. Monica Young moved to approve the awards as presented with a second by Stephanie Bowers, and the Board voted unanimously to approve the awards.

Conference Planning – Alan Unsworth

- As of today we have 21 vendors registered for the conference.
- Alan went over the proposed budget for the conference; Deborah Foster made the motion to accept as presented, Melanie Gnau seconded and the motion was passed unanimously.

District Updates – District Directors

District 1

No update

District 2

Meeting scheduled at Coastal Carolina Community College, March 26, during which elections will be held.

District 3

No update

District 4

Currently conducting elections for the District 4 officers. Will send out an election survey on Friday and should have the results by the end of next week.

District 5

No update

District 6

Will be meeting in May to have their elections; topic will be Google Hangout.

Membership – Cathy Campbell

No report

Newsletter – Cathy Campbell

Newsletter went out through e-mail to current and past members of NCCCLRA and Directors and Deans.

NCCCS/Library Services Advisory Council – Libby Stone

No report

Nominating – Catherine Tingelstad

- Catherine put out the call for nominations for Vice President/President-Elect and Secretary.
- Melanie Gnau (Wake Tech) agreed to be on the ballot for Vice President/President-Elect.
- Annie Harris (Davidson County CC) agreed to be on the ballot for Secretary.
- Received approximately 30 votes so far.

Action Item: Catherine will send out a reminder that Friday March 28 will be the last day to vote.

Priorities – Amy Burns

No report

Treasurer – Deborah Foster

- The treasurer's report was approved as presented.

Financial Statement as of March 17, 2014

Interest Checking Account 5447346		
Beginning Balance		
Debits	\$1.00	Service fee
Credits	\$913.50	dividend and conference fees paid
Ending Balance	\$8283.88	
Money Market Shares		
Beginning Balance		
Credits	\$4.44	dividend
Ending Balance	\$5795.41	
Money Market Shares		
Beginning Balance		
Credits	\$38.38	dividend
Ending Balance	\$50,050.21	
Shares		
Beginning Balance		
Credits: Interest	\$0.02	Interest
Ending Balance	\$25.08	

Webmaster/Facebook – Alan Unsworth

- Alan continues to keep the website, conference LibGuide, and Facebook page updated.

Next meeting will be April 14, 2014 at the NCCCLRA Conference.

The meeting was adjourned at 3:45 p.m.