

**NCCCLRA Executive Board  
Meeting Minutes  
May 27, 2014 2:30 pm**

Meeting called to order at 2:33 p.m.

<b>Present:</b>	<b>Absent:</b>
Alan Unsworth, President & Webmaster Annie Harris, Secretary Deborah Foster, Treasurer Carmen Blanton, Membership Stephanie Bowers, Procedures Officer Monica Young, Awards Catherine Tingelstad, Nominating Colleen Turnage, NCCCS Libby Stone, Past President Staci Wilson, District 6 Tara Guthrie, District 4	Melanie Gnau, Vice President/Pres.-Elect Kimberley Balcos, District 5 Christy Earp, District 3 Angela Davis, District 2 Amy Burns, Newsletter Editor

**Approval of Addendum and Minutes**

A motion was made by Deborah Foster to approve the addendum to the minutes of the February 25 meeting with a second by Stephanie Bowers. The motion passed unanimously.

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 Logo & Name Change task force – Staci, Amy, Deborah, & Libby
  - Survey results: <https://www.surveymonkey.com/results/SM-JBRB89B/>
  - The vote to change the name and the vote for the logo had overwhelming results. The name will officially be changed to North Carolina Community College Library Association (NCCCLA).
  - Due to the name change the website will need to be changed with a new URL.
  - Debbie Bowen will finalize the color scheme of the new logo with ADA compliant colors.
- NCCCLRA Handbook Revision task force – Stephanie Bowers

- Archivist position has been offered to Helen Colevins at the system office
- CJCLS Liaison report – Catherine Tingelstad
  - Working on bylaws.

## **New Business**

- Conference Evaluation Results – Alan Unsworth
  - 35 people responded to the survey which is a low response rate. 88% rated the facilities and sessions as excellent or good.
  - Spring Break of the host institution is a good time to hold the conference.
  - Deborah Foster mentioned that with her book repair session they needed longer than an hour.
  - Some of the comments were that the sessions did not have enough time; perhaps we could have fewer sessions, less speakers, or be more selective with presenters. We could also do a preconference.
  - Guilford Technical Community College was suggested as a site for next conference.
- Membership Email List – Alan Unsworth and Deborah Foster
  - Deborah makes list and sends it out based on membership dues.
- NCCCLA.org – Alan Unsworth
  - Will need to change web address to NCCCLA.org due to name change.
  - Discussed asking godaddy.com if we can just change URL instead of making a new account.
  - Alan suggested a brand new website with the new name and new logo. He says that the Drupal software is hard to use and if would be much easier to pass on webmaster duties in the future if we had a better software package.
- Booth at NCCCS Conference – Alan Unsworth
  - <http://www.ncsu.edu/mckimmon/cpe/opd/NCCCS/exhibitors.html>

- The NCCCS conference is October 12-14; if we book the booth by July we get the best rate and have enough time to get volunteers.
- A motion was made by Deborah Foster to approve the purchase of a booth at the NCCCS conference at the early bird price of \$300.00 with a second by Libby Stone. The motion passed unanimously.
  - Addendum: This vote was later amended via e-mail to approve the actual \$400 cost for non-profit organizations. Stephanie made the motion to approve, Colleen seconded, the motion carried.
- A call for volunteers will be emailed and we will also need to look into getting a new banner etc. with the new name and logo.

- **Reports**

- **Awards – Monica Young**  
Monica is working on revising forms online.
- **Conference Planning – Melanie Gnau (absent)**  
No Report
- **District Updates – District Directors**
  - **District 1**  
No update
  - **District 2**  
No update
  - **District 3**  
Meeting being scheduled date TBD.
  - **District 4 – Tara Guthrie**  
Planning a meeting, but need a date.
  - **District 5**  
No update

- **District 6**  
The Google Hangout meeting will occur at the end of June.
- District Meetings Reminder - Deborah Foster
  - There is \$100 annually for speakers or refreshments for each district to use at meetings. Contact Alan for approval and Deborah will issue reimbursement.
- **Membership – Carmen Blanton**
  - No report.
  - Carmen asked questions about counting members. Deborah reported that there are 77 current members, 8 life memberships. In the 13-14 year we had 58 members.
- **Newsletter – Amy Burns (absent)**
  - No Report
- **NCCCS/Library Services Advisory Council – Alan Unsworth**
  - Council Meeting: May 11
  - Director’s Institute at Wake Tech North Campus – July 31, 2014
  - Discussed ADA compliance with Charles Wiggins
- **Nominating – Catherine Tingelstad**
  - Catherine is updating the forms on the website.
- **Priorities – Libby Stone**
  - Printing department invoice will be sent to Alan
  - Handbook revisions
  - Membership

- **Treasurer – Deborah Foster**
  - The treasurer’s report was approved as presented.
  - **Financial Statement as of May 15, 2014**

Interest Checking Account

Beginning Balance	\$14,505.18
Debits	\$4,688.74
Credits	\$2,557.49
Ending Balance	\$12,373.93

Money Market Shares

Beginning Balance	\$5,800.02
Credits	\$4.77
Ending Balance	\$ 5,804.79

Money Market Shares

Beginning Balance	\$50,089.99
Credits	\$41.19
Ending Balance	\$50,131.18

Shares

Beginning Balance	\$25.09
Credits: Interest	\$.02
Ending Balance	\$25.11

- **Financial Statement for Conference Income**

Expenses:	
Sharyn McCrumb (Speaker fees)	1,363.00
Conference Scholarship	200.00
Trinity View	1,615.00
Meal for Entertainer	38.63
Blue Ridge CC Conference Hall Rental	700.00
Michael Reno Harrell entertainment	600.00
Monica Young Certificate Paper supplies	7.03
Alan Unsworth Conf Supplies Joey’s Bagels	487.31

Alan Unsworth Conf Supplies Joey's Bagels	354.80
Libby Stone Conf Supplies	134.18
Deborah Foster Conf Supplies	86.42
House of Trophies Presidents gift	<u>166.30</u>
Total	5752.67

Conference income:	
Sponsor Vendors	4524.00
Conference Registration	3805.00
Dues paid at conference	<u>805.00</u>
Total	5367.05

Total -385.62

- 50/50 Raffle Scholarship – Suvanida won \$91.00 and the scholarship fund received \$91.00

○ **Webmaster/Facebook – Alan Unsworth**

- Alan continues to keep the website, conference LibGuide, and Facebook page.
- Conference website has photos and session materials.
- NCCCLRA.org has all past conferences.
- Not much activity on the Facebook page.

Next meeting will be Tuesday, July 29, 2014 at 2:30 pm.

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

Respectfully submitted,

Annie Harris, Secretary