

NCCCLA Executive Board
 Meeting Minutes
 July 29, 2014 2:30 p.m.

I. Call to order by Alan Unsworth at 2:30 pm

II. Roll call

Present	Absent
Alan Unsworth, President & Webmaster Melanie Gnau, Vice President/Pres.-Elect Annie Harris, Secretary Deborah Foster, Treasurer Monica Young, Awards Carmen Blanton, Membership Angela Davis, District 2 Kimberley Balcos, District 5 Helen Colevins, Archivist Libby Stone, Past President Staci Wilson, District 6 Catherine Tingelstad, Nominating Tara Guthrie, District 4	Stephanie Bowers, Procedures Officer Amy Burns, Newsletter Editor Colleen Turnage, NCCCS Monique Mitchell, District 1 Christy Earp, District 3

III. Approval of minutes from last meeting

- Angela Davis emailed about spelling mistake that needs to be changed.
- Melanie Gnau motioned to approve.
- Deborah Foster seconded the motion.
- The motion passed unanimously.

IV. Old business

- NCCCLRA Logo & Name Change task force – Staci, Amy, Deborah, & Libby
 - Libby: Completed task force duties. Just waiting on invoice for logo.
 - Alan: Will remove task force from agenda in the future.
- Booth at NCCCS Conference - Alan
 - Alan: Booth is booked. Alan thinks the location is good. You can see location here: <http://www.ncsu.edu/mckimmon/cpe/opd/NCCCS/exhibitors.html>.
 - Monday at the system conference at Sitti Restaurant there will be an informal dinner for NCCCLA members. October 12-14, 2014 are the dates of the conference.
 - Alan: Need volunteers from NCCCLA members. Communicate with others.

- NCCCLA.org - Alan
 - New website: gone into Go Daddy account and purchased ncccla.org. Have paid for nccclra.org for the next two years. Alan will call Go Daddy and try to get the hosting transferred to the new website. He will also get a redirect so people go to the new website for a year.
 - Possibility of a new website from scratch. Alan has reserved <http://ncccla.wordpress.com/> in order to work on it. Could eventually be transferred to ncccla.org. Talked about getting something more user friendly so that it will be easier to transfer webmaster duties.
 - Deborah asked what the cost would be. It is free now, but it could be upgraded to a \$99 professional account, but that includes hosting which would replace the cost of Go Daddy.
 - Catherine asked how much work it would be to establish a new site. Alan said it would be a lot of work to get it started, but it would be easier to transfer webmaster duties in the future if using wordpress.
 - Libby says it is a good idea to establish a subcommittee/task force to work on the new site.
 - Helen wondered if we could ask the State Library if we could get a Libguides account. Alan says it could redirect Libguides page to the url, but there are other things to think about when using Libguides.
 - Deborah suggested doing wordpress/Go Daddy separate from any school because of issues hosting on a school's server.
 - It was decided to create a task force. Alan, Angela, Catherine, and Melanie offered to be on the task force.

V. New business - Alan

- NCCCLA Paraphernalia – Alan
 - Concerned about getting new stuff as we go into upcoming conferences.
 - Possible needs for conference(s): Banner, bags, or pens/pencils for give-aways.
 - Alan and Deborah talked about wanting T-shirts or polos.
 - Helen suggested lapel pins to wear with professional attire instead of shirts.
 - Melanie suggested flash drives.

- Libby suggested selling shirts to make a little money, but Deborah said it involves having an inventory etc.
- Deborah suggested having a sample shirt and an order form instead of having a lot of stock.
- Alan will put together some mock ups for shirts for next time.
- Deborah says that we can put profits from tee shirts into scholarship fund in order to be safe from IRS.
- Alan needs to order a banner (2 ft x 6 ft vinyl) for the system conference. He is going to price check. Also, the system conference has space for an overhead sign that will need to be ordered. Libby says her printing department will make banners, so she is going to check on that.
- Discussed getting a tablecloth or flat bed sheet in a bold solid color or getting a table cloth printed with the logo.
- NCLA Leadership Institute Scholarship – Alan/Monica
 - Amy Gustavson applied for a scholarship grant June 25 (which meets the deadline of June 30).
 - Libby says that we may want to wait to discuss this because they haven't made final decisions about who has been accepted into the Leadership Institute.
 - We will wait to take a vote until the Leadership Institute list has been finalized and take a vote via email.
- Updating NCCCLA Materials – Alan
 - Alan has updated terminology on website.
 - Alan is redesigning/updating Membership Brochure and told Carmen she could work on updating it as well. Alan updated new officers and needs to add new image.
 - Handbook needs to be updated, and Stephanie is going to fix those problems.

VI. Reports

- Archives – Helen Colevins
 - Wondered if we had thought about digitizing records.
 - Melanie suggested that a library student may be willing to scan documents.
 - Deborah has membership files since 2003.

- Awards – Monica Young
 - Received Bailey Jones fall schedule to receive half of scholarship money.
 - The award is to help pay for tuition and fees, the young lady who was awarded the scholarship, Laura Jin, has already completed school and plans to use the scholarship to pay student loan, but we can't rescind the scholarship now. Possibly in the future, we should limit the scholarship application to freshman, sophomore, or junior to avoid this problem.
 - Deborah moves that future applications for the Bell Scholarship be limited to freshman, sophomore, or junior year students.
 - Monica seconded the motion.
 - Question: is this only for undergrads? Answer: it does include graduate students, so we can't just limit to freshman, sophomore, or junior year students.
 - Libby clarified what the scholarship guidelines say and wonders if this should be discussed by the awards committee.
 - Annie said we could just say in the guidelines that the students must be enrolled in the upcoming semester, and many agreed that that might work better.
 - Deborah rescinds her motion and Monica will take the issue to the awards committee.
- Conference Planning – Melanie Gnau
 - Guilford Tech volunteered to be the site, but Melanie was unsure if it was a good location as it was slightly west of central as opposed to east or west.
 - Melanie says we can tentatively plan on GTCC pending approval by GTCC president.
 - Libby clarified who should be on the conference committee including Melanie, Alan, Deborah.
 - Melanie will work on pulling together committee members.
 - GTCC Spring Break is March 4-7
- District Updates – District Directors
 - District 1 – no update

- District 2 – no update
- District 3 had a conference as well. Talked about issues, new NCLIVE resources, and LibGuides 2.0.
- District 4 had a conference last week with about 15 people, speakers and discussion. There is a LibGuide with photos and presentations from the meeting.
- District 5 – no update
- District 6 had a Google Hangout meeting planned, but it didn't go very well and only two people were able to stay on the call.

- Handbook – Stephanie Bowers – absent
- Membership – Carmen Blanton – Nothing to report
- Newsletter – Amy Burns – absent
- NCCCS/Library Services Advisory Council – Alan Unsworth
 - Director's institute. Raleigh, Thursday, July 31
- Nominating – Catherine Tingelstad
 - Nominating forms have been converted to e-mail messages and Alan will post them on the website.

- Priorities – Libby Stone
 - Work with Stephanie on Handbook
 - Needs to form a committee according to the handbook.
 - Discussed other duties that her position is meant to perform.

- Treasurer – Deborah Foster
 - Financial statement 07-16-14

		Beg. Bal	Debits	Credits	Ending Balance
Interest checking:		11,960.06	1,101.00	122.32	10,981.38

(1)Money Market		5,809.88		4.78	5,814.66
(2)Money Market		50,175.15		41.26	50,216.41
Shares		25.12		.02	25.14

- Moved from checking to Money Market (2) \$91.00 7/25/14 50/50 monies
- Checks written 7/25/14 (This will show up on next month's statement):
 - \$100.00 District 3 meeting refund
 - \$190.50 Gaston College Printing for conference
 - \$ 500.00 Scotty Cox Scholarship
 - \$250.00 Mertys Bell Scholarship
 - Total checks: \$860.50
 - Final Balance: \$10,120.88 (checking)
- Respectfully Submitted: Deborah Foster, Treasurer
- Libby moved to approve and Melanie seconded the motion. All approved and the motion passed.
- Website/Facebook – Alan Unsworth
 - Website: updates discussed in old business.
 - Facebook: has posted about district meetings and logo change.

VII. Next Meeting Date & Time – Tuesday, September 30 at 2:30 pm

VIII. Adjournment – meeting adjourned at 3:54 pm

Respectfully submitted,

Annie Harris, Secretary