

**NCCCLA Executive Board Conference Call
July 27, 2015 – 3:00 pm**

Attending

Melanie Gnau, President
Annie Harris, Secretary
Lionel Parker, Vice President/President Elect
Deborah Foster, Treasurer
Carmen Blanton, Membership /District 4
Libby Stone, Procedures Officer
Monica Young, Awards
Catherine Tingelstad, Nominating
Helen Colevins, Archivist
Alan Unsworth, Past President & Webmaster
Jaxie Bryan, District 1
Sally Goodman, District 2

Call to Order

The meeting was called to order by Melanie Gnau at 3:05 pm.

Approval of Minutes

Libby moved to approve the minutes. Monica seconded. The minutes were approved.

Old Business

NCLA 2015 and Partnering with CJCLS:

Angela has been working on getting preconference session together. There is a description on the NCLA website. She will let us know when registration for the preconference opens so that we can advertise on our website and social media. We do not know for 100% what the final cost will be. It will be on Tuesday the week of the conference, 1:30pm-4:30pm. The preconference session will be about accessibility. There are conference scholarships available.

Districts?; Increasing membership; & Listserv Subcommittee

Will discuss in new business further, but we need more people to step up or we need to restructure because some people are overextended. We are hoping the Membership List subcommittee report will address some of these issues.

Handbook Revisions Taskforce

Libby is presenting a final report on the handbook taskforce which was chaired by Stephanie from Pitt. Stephanie went through the handbook and updated it. It is on the ncccla.org website available for viewing. The registration information for conference procedures needs to be updated by the next meeting. Stephanie also suggested updates to the constitution and bylaws, and any changes need to be voted on by the membership.

New Business

Membership List Subcommittee

Melanie shared a PowerPoint with the group and presented the information. The PowerPoint outlines the goals of the subcommittee which were: increase payment of dues, increase membership, streamline updating and maintaining member information, and streamline communication. After considerable research, the committee found the membership software Member Planet. Member Planet has membership features, communication features, and finance features that will allow us to meet our goals and consolidate many tasks. It will also ease leadership transitions because it has built in features for training new users. It is also cloud hosted and will not be tied to one institution. The subcommittee is working on negotiating a lower cost, so the proposal in front of the board is to subscribe to Member Planet's Pro Plan. In addition to using Membership Planet software, we have also set up a Google Group to use as an informal communication tool. Libby mentioned that at \$240 a year, if we have 120 members, it is only \$2 a member a year. At the moment we only have 43 paid members. We would pay once a year \$240. Questions: Who owns the email correspondence? Do you have the ability to track who has opened the email and where they have clicked (like MailChimp)? Lionel mentioned that this could be used in a reclamation campaign to get back lapsed members. **Libby made a motion that we adopt the Member Planet platform as presented by the subcommittee and enter into a yearly contract. Lionel seconded the motion. The motion was approved by the board.** Melanie, Deborah, Lionel, and Carmen will all need to learn the software.

Newsletter Editor

Amy Burns stepped down as newsletter editor. Do we need to fill this position, or can we just use the Facebook, Google Group, and Member Planet for communication again? We discussed it, and we decided that we didn't need to fill the position at this time.

News

Jessica Crow stepping down from District 5 and Retha Hall is taking her place.

Reports

Archives: Helen reviewed wording in handbook on archivist position and approved it.

Awards: Monica had nothing to report. Deborah asked whether the non-member who received the conference scholarship has been notified that she should have been a member. Monica wondered if we can go back and tell someone after the fact that they must join. Lionel pointed out that this was an oversight on all parts. Melanie suggested that Carmen email the member and remind her to pay her membership, but we decided we this was due to inefficiencies in the process for which the recipient was not at fault. So, Nichole Nichols should not be contacted. Also, we discussed that the new membership software would prevent these issues. In the future, the Membership and Awards Committee Chairpersons need to verify that the scholarship winners are members.

Conference Planning: Lionel reported that he looked at previous conferences to see if there were destination sites. Lionel suggests that we look at the Friday Center in Chapel Hill. He

would like to get the vendors to pay for the bulk of the conference. Melanie pointed out that we have done it at community colleges because we can get it for free or a very discounted rate. Libby said we have had meetings at community colleges since 2001. Melanie suggested reaching out to community colleges first. Lionel wondered if some of the money from past conference proceeds can go to a conference account. Deborah mentioned that in the past the conference budget was \$2,000.00. The last conference had 73 attendees.

District 1: Jaxie reported that they had a meeting on July 21. About eleven people attended and it was a great meeting. They have minutes from past meetings and wondered what other districts do with past minutes. Catherine said that Stephanie Bowers, former procedures officer, said that we don't need to preserve district meeting minutes. We should have the past few meeting minutes on the website.

District 2: Sally reported that there is a meeting coming up on Tuesday, August 4 at Craven Community College. She connected with people at the Director's Institute. Maria Fesz is going to do a mini-session on information literacy instruction for DRE. Sally is also hoping to have a presentation on accessibility.

District 3: Monica reported that we had a meeting on July 15 at GTCC with 20 attendees. We heard from Robert Antill about copyright and Alan about accessibility.

District 4: Carmen reported that their district is meeting tomorrow, July 28, at Fayetteville Tech. Robert is presenting on copyright and Tara will be presenting on a grant.

District 5: Retha is absent. Libby reported that there will be a meeting Thursday, July 30.

District 6: Staci absent

Handbook: See report above.

Membership: Carmen reported that previous discussion regarding Member Planet covered the topic.

Newsletter: Vacant – no report

NCCCS Library Services Advisory Council: Libby reported that she, Alan, and Melanie assisted in planning and attended a meeting for the director's institute. There were close to 50 in attendance. Helen and Sally volunteered to help in the future.

Nominating: No report

Priorities: No report

Treasurer:

Deborah presented the conference balance sheet: net income was \$8,025.00, net expenses were \$3,347.41, and PayPal expenses were \$84.80, so \$4,592.79 was left for the Scholarship Money

market account. Deborah asked for help locating the schools for a few people that paid on PayPal without information.

Deborah submitted the following financial report for the dates 5/15/2015 – 6/15/ 2015:

		Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking		8055.77	48.65	4620.14	12627.26
Money Market		5862.98	0.00	5.14	5868.12
Money Market		50843.50	0.00	44.59	50888.09
Shares		25.29	0.00	.02	25.31

Next Meeting

Melanie will do a Doodle poll for next meeting time. We will wait until September to have another meeting.

Adjournment

Melanie adjourned the meeting at 4:30 pm.

Respectfully Submitted,
Annie Harris, Secretary