

**North Carolina Community College Library Association (NCCCLA)
Executive Board Meeting
2/23/2017**

Attending

Catherine Tingelstad, President	Retha Hall, District 5
Sally Goodman, Vice President/President-Elect	Carmen Barnes-Holden, District 6
vacant, Secretary	Helen Colevins, Archivist
absent, Treasurer	Carmen Ellis, Membership
Melanie Gnau, Immediate Past President	Jerrienne Queen, Nominating
Absent, District 1	Libby Stone, Procedures
Christine Vasica, District 2	Absent, Webmaster
Absent, District 3	Monica Young, Awards
Jennifer Seagraves, District 4	Absent, NCCCC
	Angela Davis, Communications

Call to Order

The meeting was called to order by Catherine Tingelstad at 2:00 PM

Approval of Minutes

The minutes of the previous meeting were approved by the board as submitted. Libby Stone made the motion to approve the minutes, and the motion was seconded by Retha Hall.

Old Business

Vote - District Officers Position Descriptions

The changes to the District Officers position descriptions were approved by the board as noted in the document provided by Catherine via email. Jerrienne Queen made the motion to approve the minutes, and the motion was seconded by Melanie Gnau

NC Community Foundation: When should membership vote?

It was decided that Catherine would tell the membership at the conference a little about this process and that they would be receiving an email after the conference to be able to vote on the moving of \$50,000 to the NC Community Foundation

Meeting Software:

Catherine, Retha, and other members have been trying out different meeting software: Join Me, Click Meeting and Zoom. Click Meeting seems to have been most successful so far but they still haven't made a decision. They will continue to use free trials to try to decide which to maybe focus on for meetings and webinars in the future.

Webinar Report:

Everyone was in agreement that Mark Coltrain did a fabulous job with the first NCCCLA webinar, *Collaborating on Course Design*, on February 1, 2017. Numerous members watched live and more watched the recorded version. All agreed this was a great thing to try to continue to provide for members. Mark has asked for any feedback.

New Business

Conference update:

Jennifer Seagraves shared that there are 16 exhibitors, 6 corporate members, and 8 sponsorship payments. 30 people have registered so far and 17 of 18 Past-Presidents will be there. Helen has 44 people signed up for pre-conference dinner at the Ruddy Duck. There will be t-shirts for sale for \$10 and Lee Smith, our guest speaker will have books for sale and will sign them also. Executive board members are reminded to bring items for the 4 gift bags. This material can be brought to the Ruddy Duck dinner or to the Hampton Inn and given to Helen. Recipes and great library stories are still being accepted. Send these to Jackie Kilberg at Wake Tech's Western library campus. They are also trying to get a statement from the System Office to be read since someone from there will not be in attendance at the conference due to budget restraints.

Recognition of Jaxie and Melanie:

Jaxie is retiring March 1 and Melanie is leaving the system to join her husband in their own business.

Reports

Archives:

No Report

Awards:

2 conference scholarships and 1 achievement award have been awarded. If they can before the deadline, Sally and Catherine may work on nominating some people for lifetime memberships.

Communications:

Angela asked for anything for the March Newsletter and has had contact with vendors, but none have submitted anything yet. Angela will meet with the person taking over as Communications Director, and they will build the March Newsletter together.

Conference Planning:

See new business

Membership:

Since last meeting there have been 23 payments for memberships and many inquiries as people are getting ready to register for the conference. Carmen wants to see if Member Planet can set it up so that people receive an email confirming their payment so they have a receipt. Catherine will share Greg's (from Member Planet) information with her.

Nominating:

Jerriane will email winners of the recent election to Catherine and she will share as needed.

Priorities:

LIFE is Melanie's priority! Go Melanie!

Treasurer:

Deborah Foster sent out the financial statement to Executive Board.

Deborah submitted the following financial report for the dates 1/24/2017– 2/23/2017:

	Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking	14,179.30	4465.94	7336.76	11,308.48
Money Market	5963.26		3.76	5,967.02
Money Market	59,443.40		102.61	59,546.01
Shares	25.61		.02	25.63

Website:

Busy with Conference updates. Angela will be taking this over from Alan Unsworth in April.

District Updates**District 1:**

No report

District 2:

Nothing to report

District 3:

No report

District 4:

Jennifer Seagraves will be leaving District 4 and moving to District 1. They will need to fill vacancies.

District 5:

Need to fill vacancies.

District 6:

Nothing to report.

Next Meeting: will be called if needed due to conference being in March.

Adjournment:

The meeting was adjourned by Catherine Tingelstad at 2:49 PM

Respectfully Submitted,
Jerrienne (Substitute Secretary)