

**NCCCLA Executive Board Conference Call  
May 18, 2017**

**Attending**

Sally Goodman, President  
Cheryl Ann Coyle, Vice President/President  
Elect  
Jennifer Seagraves, Secretary  
\*Deb Foster, Treasurer  
Catherine Tingelstad, Immediate Past President  
Jackie Kilberg, Communications Officer  
Angela Davis, Webmaster  
Libby Stone, Procedures Officer  
Monica Young, Awards Chairperson

\*Retha Hall, Nominating Officer  
\*Carmen Ellis, membership Chairperson  
Helen Colevins, Archivist  
Britney Shawley, District 1 Director  
Saundra Pinkham, District 2 Director  
Monica Young, District 3 Director  
Samantha O'Connor, District 4 Director  
Barbara McKibbin, District 5 Director  
Alison Beard, District 6 Director

\*unable to attend

**Call to Order**

The meeting was called to order by Sally Goodman at 2:04 p.m.

**Approval of Minutes**

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

**Old Business**

**2017 Conference Evaluation**

Sally Goodman said 61 participants responded to the survey and out of them 95% rated conference as "excellent" or "good". Many good suggestions including a facility with larger classrooms, look at the length of the business meeting (end the conference sooner), and announcing raffle winners throughout conference.

**NC Community Foundation Membership Vote**

Catherine Tingelstad discussed our various accounts, in particular, one market money account. One of our accounts has \$59,000 dollars and an interest rate of just 1% and Libby Stone suggested that we take out the \$50,000 and give it to Community Foundation to get a better rate of return and invest with the money. The executive board voted at the February meeting and approved it and the next step would be to ask the whole group to vote on this decision. After the money is moved over it would not be able to be moved back. According to bylaws, the whole group would need to be involved. An email will be sent out.

**Update on Software**

Catherine Tingelstad and a group looked into three different meeting software to move our monthly meetings to rather than the phone. They narrowed it down to Zoom (free) and JoinMe and thought that Zoom would be the recommendation, especially with the price. It has potential for conference planning

committees, webinars, and other possibilities. Further discussion will be had to decide if and when we can implement.

### **New Business**

#### **Update Member Planet**

Sally Goodman is asking if all library directors will compile a list of all of their staff and send them to Carmen Ellis. Carmen will then make sure that everything is up to date in Member Planet. Helen Colevins shared the list that she compiled earlier this year and we are going to use that as a starting point.

#### **Webinar Ideas**

Sally Goodman would like to continue the webinar series for this upcoming year. Call for ideas:

- Early college or CCP (use panel members from conference presentation as a starting idea)
- Open Educational Resources

#### **Goals for 2017-2018**

Sally Goodman would like to focus on increasing our membership this year. Sally Goodman and Jackie Kilberg have been discussing highlighting new members to the group and sent out an invitation in a welcome email. Catherine suggested highlighting our district meetings and drumming up excitement. Sally and Jackie want to highlight a district each month with a photograph and article. Jackie is doing a great job sending out the newsletters and job postings.

### **Reports**

#### **Treasurer**

Deb Foster sent a report to Sally Goodman who gave us a breakdown of the report through email. Our total expenses were:

#### Conference Financial Report

Registration income (includes book and t-shirt sales):	\$6,221.75
Vendor income:	\$10,337.84
Total Income:	\$16,559.59
Total Expenses:	\$18,438.67
<b>Total conference costs:</b>	<b>\$1,879.08</b>

This was more than the past but it was a special conference and the cost was worth it.

#### **Membership**

Carmen Ellis sent her report to Sally and twelve people have signed up since conference. As of May 10, we have a total of 93 members in the organization. Sally said we should talk later down the line about pulling in more of our paraprofessionals and would like to propose two paraprofessional conference grants.

### **Communication**

Jackie Kilberg reported that she took over the newsletter in April. 83 people opened the May newsletter. Helen and Colleen have been great contributors. She has started sending out the weekly job postings and about 53% have been looking at those newsletters. Jackie is also looking into corporate sponsors for the newsletters and have some lined up for the fall. She has been thinking of trying themed newsletters and will try that out.

### **Conference Planning**

Cheryl has been contacting the former members of the committee to see who wants to participate and is now looking at the people who have volunteered. Suggestions on where we should host it are being taken.

### **Webmaster**

Angela Davis asked everyone to think about what we should put on our homepage of our website. Second thing, what kind of posts do we want? Is she the only one to post? Can other people post? And, who? Also, what is appropriate? District Directors need to look at your pages and see if you want to add anything. Catherine said she liked the district pages with photos and suggested having pictures done at the district meetings. Finally, a couple of problems with the website that she is currently fixing.

### **Procedures**

Libby said she updated the handbook.

### **Awards**

Monica has been finalizing since conference.

### **Archives**

Helen has received some materials from the past and will be receiving them soon.

### **District 1**

Britney Shawley reported that we are currently working on some potential dates for the summer meeting.

### **District 2**

Sandra Pinkham is also working on her meeting.

### **District 3**

Monica Young officers had a planning session today and will be finalizing date by end of next week.

### **District 4**

Samantha O'Connor have finalized date for June 20<sup>th</sup> at Brunswick Community College for meeting.

### **District 5**

Barbara McKibbin reports that they will be meeting at Cleveland Community College in July and at South Piedmont later in the year. Cleveland expresses appreciation to two district 5 colleges – Gaston and Isothermal – for the loan of book trucks that have been indispensable during our current carpet installation upheaval.

**District 6**

Alison Beard had Sally report that she is discussing dates and locations for their annual meeting.

**Next Meeting**

Sally proposed meeting every other month from now on and if we need to call a meeting in between, please let her know. We will meet again in July and Sally will send out a doodle poll for next meeting.

**Adjournment**

The Board meeting was adjourned at 3:03 p.m.