

**NCCCLA Executive Board Conference Call
July 12, 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

Call to Order

The meeting was called to order by Sally Goodman at 2:03 p.m.

Approval of Minutes

The minutes of the May 18, 2017 meeting were approved by the board as submitted. Deb Foster made the motion to approve the minutes and the motion was seconded by Libby Stone.

Old Business

NC Community Foundation

Catherine Tingelstad provided an update on the transfer of funds to the North Carolina Community Foundation. She has been meeting with Sally Goodman, Libby Stone, and Deb Foster about some concerns and further questions that needed to be answered before moving forward. After a productive conference call with Lorrie Russell, treasurer of NCLA the group decided to step back and go a little slower and transfer one of the scholarships (\$25,000) instead of the full \$50,000 to the NC Community Foundation. The remainder of the money will stay in the State Employee's Credit Union. Monica brought up the question of representation on the Foundation committee. Catherine will investigate the answer to Monica's question. Deb Foster made a motion to rescind the original action to notify the entire membership about the transfer of \$50,000 and wait until we have more information before presenting it to the membership for a vote. Libby Stone seconded the motion.

Establishment of NCCCLA physical address with NCCCS office

Sally Goodman stated that we need a physical address for financial reasons. Helen Colevins is our liaison at the System Office. She was a tremendous help by arranging for NCCCLA to use the System Office address for our financial statements.

NCCCLA bank account and credit card update

Catherine said Deb have been doing a great job with cutting the checks but we need a Paypal account or credit card. So, it is time to get a credit card set up for the organization. Lori Russell and Kim Parrot have given us some suggestions and ideas. We have collected information from five banks at this point and will be making a decision. Hopefully, this will all be in place by our next board meeting in September. Catherine Tingelstad made a motion that the organization apply for a nonprofit organization card. Monica seconded.

Determination of NCCCLA federal nonprofit/tax status

Sally Goodman said we are also working on initiating the whole process of NCCCLA becoming a federal nonprofit tax status.

Zoom software update

Once the association credit card is in place we will be able to move forward with purchasing the Zoom software for future Board meetings.

New Business

Webinar

Sally reached out to Garrison Libby from Tidewater Community College in VA and he has agreed to do a WebEx webinar on Open Educational Resources in October. The date is yet to be announced. Sally would like suggestions for a spring webinar. Catherine suggested the Early College idea and asking someone to speak on that topic.

Reports

Treasurer

Deb submitted this summary of our accounts prior to the meeting. Deb made motion to accept this as presented and Samantha seconded it. Deb went through procedure for districts to get reimbursements. Said each district has \$200 for expenses and after their meeting the director can just send the receipts to Sally and she will approve the payment and send it on to Deb as approved. Deb will then send a check.

SUMMARY OF ACCOUNTS Statement Period: 05-12-17 Thru 06-14-17

Account Type	Beginning	Debits	Credits	Ending
Balance				
Interest Checking	9,040.36	1.00	72.47	9,111.83
Money Market				
Shares	5,980.93	.00	5.57	5,986.50
Money Market				
Shares	60,713.31	.00	56.58	60,769.89
Shares	25.67	00	.02	25.69

Membership

Carmen wanted to encourage everyone with district meetings to promote our organization however that everyone from that district is welcome to come regardless if they are a member or not. Directors need to update their college’s information on Helen’s contact list (except for District 1 and 4 who have already got back to Carmen). Carmen will do a membership drive in the fall again and wanted suggestions for getting people to join. Since April, eight people have renewed membership and we have added three new members. Total member count is 100 plus 6 corporate members but this number does not reflect lifetime members.

Communication

Jackie is going to be doing a July/August issue and a December/January issue during those slower months. Next newsletter will go out on August 1st. Jackie reported that 45% of the members opened the job postings newsletter and 56% of the members opened the June eNewsletter.

Conference Planning

Cheryl Ann Coyle said the committee has met twice now and we are down to two places for the location of the next conference: Randolph CC or Forsyth Tech CC. Cheryl will visit both community colleges with Kory Paulus on July 31st. She will be able to report at the next conference planning meeting. The Committee members are on the NCCCLA website 2018.

Webmaster

Angela changed the homepage and got a suggestion to match the font. If anyone has other suggestions, or hates their picture, please let Angela know. She also said we need to think seriously about the Facebook page and if we would like to keep it or not. Jackie and Angela are going to discuss and report at the next meeting. Carmen said that the new community and engagement librarian Kim at NCLIVE is trying to upgrade their account.

Awards

Monica is sending the scholarship recipients list and addresses to Deb.

Archives

Helen didn't have an archives report today.

District 1

Britney Shawley reported that they are having a meeting next Thursday the 20th. They have fifteen people signed up so far and Samantha O'Connor will be the presenter.

District 2

Sandra Pinkham is having a meeting on August 3 being held at Historic Bath.

District 3

Monica Young is having a meeting on July 19th and has fourteen people so far.

District 4

Samantha O'Connor said that District 4 had their meeting on June 20th at Brunswick CC with eleven people; they had one speaker and a really fruitful discussion.

District 5

Barbara McKibbin has a meeting scheduled for September 22nd and is thinking of inviting Caroline Hallam from NCLive.

District 6

Alison Beard set the date for their meeting on August 7th at the Catawba Campus with about seven people coming. They will be going on a hike afterwards.

Next Meeting

Sally will send Doodle poll for a meeting in September.

Adjournment---The Board meeting was adjourned at 3:06 p.m.