

NCCCLA Executive Board Meeting
Thursday, November 16, 2017 2:00pm

In Attendance

Sally Goodman, President	Retha Hall, Nominating Officer
Cheryl Ann Coyle, Vice President	Carmen Ellis, Membership Chairperson
Helen Colevins, Archivist	Britney Shawley, District 1
Catherine Tingelstad, Immediate Past President	Saundra Pinkham, District 2
Britney Shawley, Interim Secretary	Samantha O'Connor, District 4
Jackie Kilberg, Communications Officer	Alison Beard, District 6
Angela Davis, Webmaster	
Libby Stone, Procedures Officer	

Call to Order:

The meeting was called to order at 2:07pm. This was the first meeting using Zoom software.

Approval of Minutes from September 21, 2017 meeting

Britney made motion to approve the minutes as submitted, seconded by Cheryl. All board members in agreement. Minutes passed.

Baby news

Nessa Josephine Seagraves was born October 11, 2017. Jennifer, baby Nessa, and family are doing well.

Old Business

Summary of OER and Textbook Affordability Webinar and plan for future webinars.

Sally reported the webinar was very successful, Garrison and Mark Coltrain did a great job. We are planning one in the spring, perhaps on embedded librarianship. Cheryl suggested surveying the membership to ensure we meet their needs. Suggestions were taken and Britney suggested embedded librarianship w/ data on pilot programs. She would be happy to share JCC's data from their recent pilot. Samantha gave input that she would also like to see data from JCC as she assisted Britney in getting the pilot off the ground.

NC Community Foundation update – Catherine Tinglestad

The NCCCLA membership voted online to approve the NCCCLA's transfer of \$25,000 from our State Employees' Credit Union money market account to the NC Community Foundation to invest the money and administer the Scottie W. Cox Memorial Scholarship Award. The time period for voting was between Tuesday, September 26, 2017 and Monday, October 2, 2017. Fifty-nine NCCCLA members (97%) voted in favor of the transfer and two members (3%) voted no to the transfer.

The next steps for NCCCLA are for Sally to sign the foundation's Agreement Creating a Scholarship Endowment, submit a copy of the NCCCLA minutes indicating that the membership has approved the transfer, and transfer the \$25,000 to the NC Community Foundation by check.

We will not meet the foundation's deadline for a distribution this year so our first distribution will be in 2019. The funding for our 2018 Scottie Cox Scholarship will come from the money in our State Employees' Credit Union money market account. The funding for the 2019 scholarship will come from the NC Community Foundation.

Sally personally thanked Catherine and Libby for all of the effort put into this regarding all of the research and questions that went into this process. Discussed Catherine's contribution to the association and wished her well on her new adventure at UNC Charlotte. Catherine thanked everyone for the experience of being involved in the association and stated she has been inspired with people's energy and their commitment to making things better.

New Business

Conference update- Cheryl Ann

Cheryl shared the spreadsheet for the 2018 conference budget. We have found a space to host the pre-conference dinner. The pre-conference dinner will be at the conference center at the zoo and we must use their catering. Right now the cost is our biggest challenge.

The conference programs and sessions committee has gone from four people to two and Cheryl asked for help with the physical programs. Cheryl also shared the conference schedule with the board. Retha offered help with the programs and Sandra also stated she helped with last year's and would be glad to give her help as well. There is concern that the conference is earlier this year and things will need to happen more quickly.

Proposals are due by January 15th and the hope is to have a turnaround by January 30th so the programs can be completed. Cheryl is working with Deb Foster on estimates to get the estimates on various costs a bit lower and negotiate with the vendor. Helen asked about a sponsor for the dinner. Sally is working with the exhibitors and sponsors on this possibility. Cheryl stated the sponsors and vendors will need to continue if we want to continue to have a quality conference without increasing the cost to the association. Sally is putting all of this on the website so when she contacts them they have a link to go to. Angela stated that it was live and it is up and running now and shared a link with the board to take a live look. Catherine acknowledged how clean and easy to use the forms appear on the website.

Helen is going to send Sally contact info for Chatstaff as they previously were interested in being a sponsor. Cheryl then shared the draft schedule for the board to view the time blocks and outline for the conference. The board discussed logistics for 10 minute vendor presentations as there were glitches with last year's. Catherine gave input on using a full hour for registration and times

were adjusted accordingly on the live spreadsheet. Helen asked about the keynote speaker and agreed with Cheryl that they should get together and contact her again.

Angela reminded everyone to send her information to add to the conference web page so she can get it posted ASAP. Sally suggested creating a summary of what to send to Angela at the end of every conference planning meeting.

Reports

Communications- Jackie

Newsletter report. Access has decreased due to membership dropping. She is hoping that in January there is a way to shout out to all 300 people who we have contact info for. Sally discussed the dropping of members. We are now around 129. Next deadline (combined Dec/Jan) before the next one is published on January 8th. Follow up on the Twitter account. Unfortunately this person in NY will not relinquish the @NCCCLA Twitter handle. Discussed alternate options that will need addressed. Cheryl stated she would take it to the conference committee.

Webmaster- Angela

Updated the membership page. Sent board members the link to check and make sure it is working. Membership mail-in form is hosted there also. Awards page needs updated and she will work on it this afternoon with the information Sally has provided. Addressed redesigning home page to put logos for corporate members as this is part of the corporate membership. Suggestions included doing the logos in a smaller capacity on the bottom or sides of the website. Cheryl suggested sending the board a draft page. Jackie suggested that from her experience, we need a separate corporate/publisher tab on the website to include corporate sponsors including their logos, websites, and contact information. Option in member planet for a listserv so that any member can send an email to any member in NCCCLA. Cheryl suggested experimenting with it so that it does not become a spam service. Sally asked about running a pilot and Cheryl suggested connecting with Jackie in regard to communications to form guidelines. A decision was made to operate this list serv and advertise it as a benefit of being a member.

Membership- Carmen

Carmen took Helen's list of all staff members and compared to our membership list/contact list and identify all people who needed added to our contact list so non-members are now getting communications. There is not an easy way to export, compare lists, and re import without duplicating people. We did identify new people, so it is hopeful that we will get new members in January with the help of new communications promoting the conference. We have lost a few members but that is due to people leaving their colleges or the state, not non-renewals.

Treasurer- Deb

Not in attendance. Financial statements were presented to the Board members.

Awards- Monica

Not in attendance

Nominating- Retha

Right now it is looking like the Vice President position will be coming available. Sally noted that Treasurer may be also. Retha is asking for names from board members so she can start developing a list and asked if there is something we can put up on the website for people to post profiles/pictures and include an electronic ballot instead of everyone sending an email to one person. Angela said it is possible as long as we plan ahead.

Archives-Helen

No archive report

District 1- Britney

No report. Mentioned Jaxie Bryan is back working in the district at Johnston CC until Jennifer returns from maternity leave.

District 2-Saundra

Discussed the possibility of a meeting in January but noted that will probably fall through and looking forward to seeing everyone in March.

District 3-Monica

Not in attendance to give report.

District 4-Samantha

No report. Noted that at CCCC there is a new part-time librarian who is at the Lee campus.

District 5-Barbara

Not in attendance. Cheryl reported on the district 5 meeting at Cleveland. They got to tour the new facility and had a presentation from NCLive on RefUSA and Gale's TERC. Barbara McKibbin is retiring in January, meaning that Amy Burns will have to serve as director, vice-director, and secretary and may need help.

District 6-Alison

No report.

Next Meeting: Sally will send Doodle poll for a meeting in January 2018 and February 2018 for conference discussions.

Adjournment: The meeting was adjourned at 3:22 PM.