

**NCCCLA Executive Board Meeting
Thursday, January 11, 2018 2:00pm**

In Attendance

Sally Goodman, President	Britney Shawley, District 1
Cheryl Ann Coyle, Vice President	Monica Young, District 3
Helen Colevins, Archivist	Samantha O'Connor, District 4
Britney Shawley, Interim Secretary	Amy Burns, District 5
Jackie Kilberg, Communications Officer	Alison Beard, District 6
Libby Stone, Procedures Officer	
Retha Hall, Nominating Officer	
Carmen Ellis, Membership Chairperson	

Call to Order: The meeting was called to order at 2:07.

Approval of Minutes from November 16, 2017 meeting

Cheryl made a motion to approve the minutes; Deb asked for it to reflect that she provided the financial report though she was not in attendance. Cheryl moved to approve the change, Deb seconded.

Old Business

Sally updated the board on the status of the SECU money market account to NC Community Foundation by check. They are beginning the process of the actual transfer. We had to wait to find out, as the secretary has to be present to witness signatures, but we got it approved to be the treasurer, since Jen is still out on maternity leave. Sally asked Deb to stay on at the end of the meeting to make arrangements to proceed with that. Deb mentioned that the bank would have to report to the IRS would have to report a \$25,000 check and asked if we could get it approved to write separate checks that total the amount.

Sally asked for the board's input regarding the spring webinar that has been previously discussed. We are focused on conference proposals right now and would like to push the webinar to after the conference. Monica asked for an update regarding the survey. Sally explained the survey and stated that part of our mission is professional development, but we need feedback from the membership regarding what they want. Jackie suggested leveraging the existing assets that will be created by the conference. She is suggesting to record one of the sessions at the conference and providing that to all members in a private, unique link. Sally mentioned we may be able to record several. Helen said it was a great idea, but is wondering if our website can support that much video. The website can support that much video and we are able to simply use a cell phone to record the video, later add closed captioning, and uploading it. Jackie mentioned we need to talk to Angela about securing the link. Sally confirmed with Jackie

she can help with the recording and we need to decide prior what we are going to do. Amy commented that making these available may be good marketing.

New Business

The board reviewed a proposal to reinstate the elected Council of Community College Library Administrators (CCCLA) representative for the Districts. The CCCLA rep would be a library director who would solely serve as a mentor for new directors in their respective districts. Helen agreed with Sally that it is a great idea as there are instances where new directors agree that they want mentors. Monica stated this program could coincide with the Director's Institute, as directors are hired and often do not know where to reach out. Sally stated the term would be two years. Deb agreed two years was a good length of time as that establishes continuity. Libby stated that re-establishing this program would mean putting this back into the NCCCLA handbook. Deb stated this could be an ad hoc committee, Libby stated she can go back and look at what was in the handbook before and agreed we should have enough time to vote on this before the conference. Helen stated her concern was certain areas of the state have more turnover and is concerned some mentors may become overloaded and burned out. Decided to finalize at the February meeting.

Libby wanted to add that it has been brought to her attention that we should have a liaison with the North Carolina Community College President's Association. This is something that got dropped years ago. Libby asked if we would like her to pursue this and Sally agreed we could table this for discussion in the next meeting.

Reports

Conference Update- Cheryl

We only have about 13 actual submissions for proposals. We have decided to push the date to the 22nd due to the weather. Budget was calculated, yet we still do not have a firm budget. The catering is still the big unknown. Due to the size of the group we had a problem finding a place for Wednesday night dinner. There is no speaker fee, which is a savings, but we will pay for travel and hotel. We will try to keep selling the stock of t-shirts and don't have to order anymore. Printed programs will cost about the same as they have in years passed. Of course, every sponsorship will take away from our grand total. Sally mentioned that EBSCO is an official sponsor, we have about 10 who have passed the information on to upper management. Sally expects to have more information in February. Deb gave a few credit card reminders regarding amounts being charged and payments made. Cheryl and Helen are having conversations regarding contacting our speaker and getting her bio put up as well. The schedule for the conference is now up on the website and the conference committee is meeting again soon. Sally agreed to send out the shared documents to the board members.

Nominating- Retha

We did an online form with Google docs for nominations. Right now there's only two for treasurer so we need to get something out to get nominations. We need to find a way to encourage leadership roles within the association, as the deadline is next Friday. Various ways of increasing nominations were discussed. The board looked at the website where all of the officers are listed and discussed potential nominations. Retha stated she was open to ideas of ways to better get to know the nominees. Sally mentioned the idea of a short video allowing the person to talk about themselves. Jackie stated many people don't like to videotape themselves and suggested a picture and a print description. The board discussed giving the nominees an option and Amy suggested giving the nominees a few questions they can answer to help guide them in presenting themselves in addition to a bio.

Awards- Monica

Monica stated she is trying to finalize 2017. Those who received awards in 2017 only received half. They must submit their transcripts in order to get the other half. She has received some calls regarding those who are going to be applying for scholarships. She stated the committee needed to select to the recipient and get everything made.

Communications- Jackie

The membership is not opening up the newsletter as much as anticipated, but she is going to continue. Maybe more people will open it as more information becomes available on the conference. We may need to re-evaluate and do a bi-monthly newsletter. The job alerts are consistent and we are going to feature our corporate sponsors each month, but the newsletter might be too long and we should look to drive to the website or our Facebook page. A formal shout out from the president to all contacts. This is a good example about what will be provided at the conference and a way to drive membership as well. Retha asked if it was possible to offer something to the first 20-30 new members to join. Sally agreed that an incentive was a great idea and encouraged the board to send ideas.

Membership- Carmen

One update: Carmen took the spreadsheet Helen put together and added to it so everyone has contact information for everyone in their district, this way when we need to contact the entire district we have a way of doing so.

Webmaster- Angela

No report. Not in attendance.

Archives-Helen

Over the holidays Helen did some organizing, dusting, and cleaning of everything related to the organization.

Treasurer- Deb

The updated financial statement was forwarded out to the board via e-mail. Deb reported the balances of all accounts to the board.

District 1- Britney

Reported Jennifer Seagreaves, NCCCLA Secretary is returning to work from maternity leave on Tuesday, January 16.

District 2-Saundra

Sally reported they were rescheduling a visit to Cathy Campbell's newly transformed library at Craven CC.

District 3-Monica

No report

District 4-Samantha

No report.

District 5-Amy

No report

District 6-Alison

Had a nice meeting but didn't spend all the money and wanted to donate the remainder to the scholarship fund. They contacted Deb and found out they are unable to do this but they are planning on a potential second meeting.

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

Adjournment: The meeting was adjourned at 3:19 PM.