

SECRETARY

OFFICE RESPONSIBILITIES

- Handle any correspondence deemed necessary by the Executive Board.
- Write and maintain accurate minutes of the Executive Board meetings and annual Association business session. If unable to attend an Executive Board meeting or the annual business session, consult with the President to make arrangements for a substitute.
- Shortly before the annual conference, review all minutes from the past year and compile a list of all major items voted on by the Executive Board. Send this list to the Procedures Officer for updating in the *Handbook* section titled “Items Passed by the Executive Board.”
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

PROCEDURES FOR MINUTES

- For Executive Board minutes:
 - If desired, use a tape recorder during meetings to help with transcription and clarification. (This is not a requirement.)
 - Complete minutes in a timely manner, well in advance of the next meeting, following the sample format below (in Word). Put items that have been voted on by the Executive Board in bold. Summarize all reports, including the Treasurer’s Report, within the body of the minutes instead of appending them as attachments.
 - Send an electronic copy (draft) of the completed minutes to the President for editing and correction. The President may choose to distribute the draft to all members of the Executive Board for further correction.
 - Make all corrections as directed by the President and send the final draft to the Webmaster for posting in the “pending approval” minutes section of the NCCCLA website. After the minutes are approved at the next Executive Board meeting, the Webmaster will change them to PDF format and move them to the archived minutes section of the website, where they will remain for 10 years.
 - It is no longer necessary for the Secretary to maintain a hard copy of the minutes, as distribution is done solely through electronic means. The Archivist will maintain all hard copies of Association documents, including minutes, to be kept on file in the archives file cabinet located at the NCCC System Office.
- For annual Association business session minutes:
 - If desired, use a tape recorder during the meeting to help with transcription and clarification. (This is not a requirement.)
 - Complete minutes before the first Executive Board meeting after the annual conference.

Business session minutes do not have to include names of all members present. Put items that have been voted on by the membership in bold. Summarize all reports, including the Treasurer's Report, within the body of the minutes instead of appending them as attachments.

- Send an electronic copy (draft) of the completed minutes to both the current President and immediate past President for editing and correction.
- Make all corrections as directed and send the final draft to the Webmaster for posting in the "pending approval" minutes section of the NCCCLA website. After the minutes are approved by the membership at the next annual business session, the Webmaster will change them to PDF format and move them to the archived minutes section of the website, where they will remain for 10 years.
- It is no longer necessary for the Secretary to maintain a hard copy of the minutes. The Archivist will maintain all hard copies of Association documents, including minutes, to be kept on file in the archives file cabinet located at the NCCC System Office.

LENGTH OF TERM

The term of office for Secretary is one year (or from conference to conference). The incoming Secretary is sworn in during the business session of the annual conference; duties officially begin at the first Executive Board meeting after the conference. The final official duty of the outgoing Secretary is to take and write minutes of the annual business session.

SAMPLE FORMAT FOR EXECUTIVE BOARD MINUTES

NCCCLA Executive Board Conference Call October 28, 2014--2:30 p.m.

Attending

Alan Unsworth, President and Webmaster	Carmen Blanton, Membership Chair
Melanie Gnau, Vice President/President-Elect	Monica Young, Awards Chair
Deborah Foster, Treasurer	Monique Mitchell, District 1 Director
Amy Burns, Newsletter Editor	Angela Davis, District 2 Director
Stephanie Bowers, Procedures Officer	Tara Guthrie, District 4 Director
Helen Colevins, Archivist	Staci Wilson, District 6 Director
Catherine Tingelstad, Nominating Officer	Colleen Turnage, NCCCS Representative

Call to Order

The meeting was called to order by Alan Unsworth at 2:33 p.m.

Amy Burns suggested that we begin holding our Board conference calls via Lync, a Microsoft Outlook product that may allow for free conference calls. Alan and Amy will investigate this option.

Approval of Minutes

The minutes of the previous meeting were approved by the Board. Deborah Foster made the motion to approve the minutes, and the motion was seconded by Monica Young.

Old Business

NCCCS Conference:

Alan reported on the NCCCS Conference in Raleigh, held on October 12-14, 2014. The NCCCLA exhibit table was staffed by Alan, Helen Colevins, Colleen Turnage, David Wright (Surry CC), and Robert Antill (Fayetteville Tech). The table was a success and many conference participants stopped and discussed their libraries and librarians. Attendees were eager to pick up the new NCCCLA pads, pens, and bookmarks. The general consensus from librarians in attendance was that the table was a good idea and we should continue to have a presence at the NCCCS conference in future years.

Website Update:

The new website designs were briefly discussed and the winner of the online survey was the "Able" theme. **Deborah made the motion to approve the design and go ahead with building the website with this theme, Amy seconded, and the motion was approved by the Board.** Alan will begin adding content to the site and the Website Task Force will continue working on the overall design of the website.

Mission Statement Revision:

Stephanie Bowers discussed the revised “Mission and History” document that she has been revising. Based on Board members’ feedback, the Mission Statement was changed to better reflect the goals of the Association. The current statement: “The mission of the North Carolina Community College Learning Resources Association is to advance the goals of the membership,” was changed to: “The mission of the North Carolina Community College Library Association is to serve as a statewide voice for learning resources and services, to advance the cause of education for all individuals, to promote professional development and unity of purpose for all personnel involved in community college library programs, and to encourage innovations for support of the instructional process.” **Deborah moved to approve the new Mission Statement, Staci Wilson seconded, and the Mission Statement was approved by the Board.**

NCCCLA Paraphernalia:

Possible paraphernalia options were discussed. New pens, pads, and bookmarks have already been purchased. Lapel pins are quite expensive – around \$3 each, so that option will not be pursued. Customized lanyards with the NCCCLA logo are around \$1 each, and Alan will continue to look into the best option for purchasing those for the 2015 conference. Deborah suggested orientaltrading.com as a possible option for purchasing lanyards. Alan will also purchase around 55 white customized t-shirts with the NCCCLA logo.

New Business**Partnering with CJCLS:**

Angela Davis and Alan brought up the idea of NCCCLA partnering with the CJCLS section of NCLA for a luncheon at the 2015 NCLA Conference. This planning is in the preliminary stages, and Angela will contact the NCLA Conference Coordinator, Rodney Lippard, about possible luncheon pricing and details.

Online Payments:

The Board then discussed the possibility of accepting online and credit card payments for membership dues, conference registration, and vendor registration. Alan did some research into PayPal and Square options and reported to the Board that PayPal was likely a better option in that it is slightly more inexpensive than Square, is more widely known and used, and will provide the email address of the person or vendor sending payments. Square will only provide the last 4 digits of a card number, making it impossible for us to match a payment with a person or vendor. Alan will look into the best way to link an online form from the NCCCLA website to the PayPal payment service. Deborah will look into any possible problem with using our bank account for PayPal, and we will continue discussing this topic at the next meeting.

Reports

Conference Planning:

Melanie Gnau reported that Guilford Tech was no longer an option as a host location, so the Conference Planning Committee is meeting on Monday, November 3 to discuss other locations.

Handbook Revision:

Stephanie is continuing to send out Handbook sections to the appropriate officers to revise.

Membership:

Carmen Blanton is working with Deborah to check on the status of some members and help get some memberships renewed.

Newsletter:

Amy Burns produced an NCCCLA Newsletter for Fall 2014 that Alan gave out at the exhibit table at the NCCCS Conference. Amy will seek out additional library news items for the next newsletter.

NCCCS/Library Services Advisory Council:

Alan reported that the Library Services Advisory Council had met to discuss issues with OCLC being discontinued by NC LIVE. The Council is working with the System Office to arrange a meeting with OCLC representatives to determine how we might retain access to our current subscription features.

Treasurer:

Deborah Foster submitted the following financial statement:

Financial statement 09/17/14 – 10/15/2014

		Beg. Bal.	Debits	Credits	Ending Bal.
Interest Checking		9,694.30	1.00	26.93	9,720.23
Money Market		5,824.55		4.63	5,829.18
Money Market		50,392.91		40.05	50,432.96
Shares		25.17		.02	25.19

Website/Facebook:

Alan reported that he has been trying to keep the NCCCLA website and Facebook page updated more often, and has posted at least once a week to the Facebook page about Association activities and related community college library events and issues. He will attempt to keep active with new website content and Facebook posts.

Next Meeting

The next Executive Board meeting date will be Tuesday, December 2 at 2:30 p.m.

Adjournment

The Board meeting was adjourned at 3:32 p.m.

Alan Unsworth
President & Webmaster