

**NCCCLA Board Meeting**  
**Nov. 12, 2019, 1-2 pm**  
**Minutes**

**Attending**

Cheryl Ann Coyle, President  
Jennifer Seagraves, Vice President  
Samantha O'Connor, Secretary  
Maria Saldarriago Osorio, Treasurer  
\*\*Sally Goodman, Immediate Past President  
Katy Hoffler, Communications Officer  
Angela Davis, Webmaster  
Libby Stone, Procedures Officer/Advocacy  
Chair

\*\*Alisha Webb, Awards Chairperson  
\*\*Retha Hall, Nominating Officer  
\*\*Carmen Ellis, Membership Chairperson  
Katy Hoffler, District 1 Director  
Leigh Russell, District 2 Director  
Stephen Brooks, District 3 Director  
\*\*Shannon Paul, District 4 Director  
\*\*Grant LeFoe, District 5 Director  
Dane Secor, District 6 Director

\*\*Unable to attend

**Call to Order**

Cheryl Ann Coyle called the meeting to order at 1:04 PM

**Approval of Minutes**

Minutes from the [October 8, 2019](#) meeting were submitted by Samantha O'Connor. Cheryl Coyle recommended a change to the spelling of Alicia Hartley's name. **Libby Stone moved to approve the edited minutes. Leigh Russell seconded the motion. Motion passed.**

**Old Business**

Cheryl has still not received any volunteers for the post of Archives officer.

**Reports**

**Advocacy & Procedures**

Libby Stone filed the advocacy report, as there has not been a new liaison for advocacy named. There have been no new activities since the previous meeting. Libby will begin training with the new procedures officer, and will collect documents to share. Cheryl suggested that she collect these into a Google Drive folder. The new officer will attend the next meeting.

## Treasurer

The treasurer's report was not yet complete. Maria will share it when it is complete and Cheryl will send a memo to request approval. Since the last meeting, the only spending has been on supplies and the only increase has been dues from a new member.

The following report was added by Maria on 11/12/2019:

<b>SUMMARY OF ACCOUNTS Statement Date 11/12/2019</b>				
Accounts	Beg. Balance	Debits	Credits	Ending Balance
SECU Interest Checking	\$4,658.46	\$240.30	\$0.94	\$4,419.10
SECU Money Market Shares	\$6,172.27	\$0.00	\$7.31	\$6,179.58
SECU Money Market Shares	\$37,580.52	\$0.00	\$44.50	\$37,625.02
SECU Shares	\$26.13	\$0.00	\$0.02	\$26.15
BB&T Checking	\$8,006.33	\$0.00	\$0.00	\$8,006.33
<b>Totals</b>	<b>\$56,443.71</b>	<b>\$240.30</b>	<b>\$52.77</b>	<b>\$56,256.18</b>
Current Balances at 10/08/2019				
Checking=\$4253.50				
Money Market Big=\$37625.02				
Money Market Small=\$6179.58				
BB&T=\$8006.33				

## Membership

Carmen was not present. Cheryl shared that Carmen has been working with Alicia Hartley to train her on Member Planet. The documentation for this training is in a folder in the Google Drive. Maria has asked for Member Planet training as well. That will become standard for the Treasurer in the future.

## Communications

Katy shared that the November newsletter went out last night. Since sending, it has been opened 59 times. The next newsletter will be December and January combined. Katy requested that any information to be included in the newsletter be shared in December, but the newsletter itself won't come out until January. Cheryl mentioned that Jennifer will be sending out a request for proposals in December.

## Conference Planning

Jennifer reported that conference planning is in progress. She is currently working with Angela to get the registration forms on the website. Session proposals are now open for submission. The pre-conference will be held from 12-4 on Wednesday followed by a tour of the Ava Gardner Museum and dinner. The main conference will be held on Thursday and Friday. The speaker will be Dr. Tammy Bird, the author of *Sandman*, who will speak about diversity. Cheryl suggested that a bio and link to her official page should be posted on the conference website. Cheryl asked if we will sell any of Dr. Bird's books. Maria asked for cost information for the Thursday dinner. Jennifer responded that it will be free for attendees. The price of the dinner and museum tour on Wednesday will be a flat fee, and there will be no fee for pre-conference workshop as it's being funded through ACRL.

#### Priorities Committee

Sally Goodman was not present.

#### Webmaster

Angela reported that the minutes archives page has been updated through October 2019. The conference website is up and live. It will continue to change and grow as planning progresses. The handbook has been updated to reflect new information about awards. Awards and grants applications have also been updated.

#### Awards

Alisha was not present. Cheryl shared that there are two new members of the awards committee, Staci Wilson and Joel Ferndon. We are now accepting applications for grants and awards, but putting scholarship applications on hold due to the shifted timeline.

#### Nominating

Retha was not present. Cheryl presented that nominating information is in the newsletter. The only open positions this year are for Vice-President/President-Elect and Secretary. Job descriptions and responsibilities for both positions are on the website in the handbook.

#### Archives

No new interest in filling this role. Cheryl may rethink how the archives will be managed without a system office liaison.

#### **District 1- Katy**

Nothing to report.

#### **District 2- Leigh**

Nothing to report.

**District 3 - Stephen**

Nothing to report.

**District 4-Shannon**

Not present, nothing to report.

**District 5- Grant**

Not present, nothing to report.

**District 6- Dane**

Nothing to report

**Next Meeting: Jan. 14 , 2019, 1-2pm**

**Adjournment**

Adjourned at 1:30