

**NCCCLA Board Meeting  
May 27, 2020 2pm  
Minutes**

**Attending**

Jennifer Seagraves, President  
Samantha O'Connor, Vice President  
\*\*Shannon Paul, Secretary  
Maria Saldarriago Osorio, Treasurer  
Cheryl Ann Coyle, Immediate Past President  
\*\*Katy Hoffler, Communications Officer  
Angela Davis, Webmaster  
Cheryl Ann Coyle, Advocacy Chair  
Leslie Queen, Procedures Officer

Alisha Webb, Awards Chairperson  
\*\*Retha Hall, Nominating Officer  
Jenny Thomas - Archives  
Alicia Hartley, Membership Chairperson  
\*\*Katy Hoffler, District 1 Director  
Paula Hopper, District 2 Director  
\*\*Alan Unsworth, District 3 Director  
Maryellen O'Brien, District 4 Director  
\*\*Joel Ferdon, District 5 Director  
Ali Norvell, District 6 Director

\*\*Unable to attend

**Call to Order  
2:04**

**Approval of Minutes**

Shannon Paul was not present to present minutes from the previous meeting. Jennifer Seagraves said she would send minutes via email for approval.

**Old Business**

No old business

**New Business**

Summer Webinar Series

Jennifer introduced the idea of continuing the webinars into a summer series. A Webinar subcommittee is developing it.

Angela mentioned that she is developing a survey and will send it out soon. Cheryl called for people who haven't presented previously to share ideas in the survey, and mentioned that it will be a good opportunity to practice before the upcoming NCLA virtual conference.

In terms of content, the sub-committee would like to do one on re-opening. They will probably schedule this closer to actual re-opening dates. If campuses are opening soon, we can move up the date.

Angela updated to say the survey has gone out.

#### NCCCLA/CJCLS Socials

We will be co-hosting the upcoming socials along with CJCLS. The first one was held on May 22nd. Look for emails once a month about future events. They are open to anyone; you don't have to be a member of either organization to attend, however, these events could encourage new memberships. The events page on the website has been updated with information about these events.

#### Foundation funds

Maria informed the board that we need to send \$18,000 to the foundation in order to meet the account minimum of \$40,000 by July 1st. Alisha Webb says that this was discussed last year and approved the future transfer. She also let us know that there's no real penalty for missing the deadline.

Maria stated that we have \$37,000 in the money market account, so we can cover it, but she will need to find out how to make the transfer.

Cheryl moved to approve the transfer. Alisha seconded the motion. Motion passed.

### **Reports**

#### Advocacy

Cheryl posted the American Libraries advocacy day virtual events to Facebook. The advocacy training from the State was canceled and will be re-scheduled but has not been rescheduled yet.

#### Procedures

Leslie is updating the handbook. She asked for clarification on a few points.

- Membership chair 2019-2020 was Carmen Ellis. In 2020-2021 it's Alisha Webb.
- In the Appendix she needs to list membership numbers: Jennifer will run a report in Member Planet to confirm and send them to Leslie.
- Who are the scholarship winners this year?
  - Scotty Cox 2020 (will announce today)
  - Mertys Bell 2019 (none)
  - Conference grants
    - 2019 (none)
    - 2020 (Angela Whitehurst)
  - Professional Development grant (Amanda Winfrey)

Achievement has not been awarded since 2017 (Alan Unsworth)

- Items passed by board at conference? None
- Is there an editable document she can update? Someone will check the Google drive files. After editing, she should make a PDF and send to Angela.
- Clarifying distinctions between membership chair and treasurer. Will need to be voted on.

Treasurer- Maria

**Reaching the \$40,000 requirement by July 1, 2020 (Need approval to start process)**

In a Conference call with Beth Jenkins from the North Carolina Community Foundation on March 11, 2019 we were informed about a new plan. Participants: Alisha Webb-NCCCLA Scholarship/Awards Chair, Sally Goodman-NCCCLA Past President, Libby Stone- NCCCLA Procedures/Advocacy Chair, Beth Jenkins-VP for Development at NC Community Foundation.

"NCCF's board adopted the new plan in June 2018 that calls for an increase in fund balances and changes to some of their fees. Existing endowments (that is us!) will have up to July 1, 2020 to reach a minimum balance of \$40,000. We currently have a balance of 25,000.

With Beth's counsel we decided to watch and see how our fund grows the next year and then will add the required amount from our 2nd money market account to reach the \$40,000 requirement by July 1, 2020. This will require a vote by the entire NCCCLA membership before proceeding. We recognized that we are in a fortunate position because we do have the funds to meet this new requirement, whereas many other organizations do not."

<b>SUMMARY OF ACCOUNTS Statement Date 04/15/2020</b>				
<b>Accounts</b>	<b>Beg. Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
SECU Interest Checking	\$10,699.06	\$1.00	\$25.87	\$10,723.93
SECU Money Market Shares	\$6,208.76	\$0.00	\$3.92	\$6,212.68
SECU Money Market Shares	\$37,802.76	\$0.00	\$23.87	\$37,826.63
SECU Shares	\$26.22	\$0.00	\$0.01	\$26.23
BB&T Checking	\$5,786.95	\$0.00	\$0.00	\$5,786.95
<b>Totals</b>	<b>\$60,523.75</b>	<b>\$1.00</b>	<b>\$53.67</b>	<b>\$60,576.42</b>
<b>Current Balances at 03/06/2020</b>				
Checking=\$10,723.93				
Money Market Big=\$37,826.63				
Money Market Small=\$6,212.68				
BB&T=\$5786.95				
<b>North Carolina Community Foundation / The Scottie W. Cox Memorial Scholarship of NCCCLA / Statement of Activity</b>				

<b>Period / Quarter</b>	<b>Beginning Fund Balance / Year to Date through</b>	<b>Ending Balance</b>	<b>Remaining Available to distribute</b>	
October 01, 2018 through December 31, 2018	\$0.00	\$23,054.70	\$1,260.00	
January 01, 2019 through March 31, 2019	\$23,054.70	\$25,039.42	\$1,260.00	
April 01, 2019 through June 30, 2019	\$23,054.70	\$25,435.08	\$1,260.00	
July 01, 2019 through September 30, 2019	\$23,054.70	\$24,326.40	\$260.00	
October 01, 2019 through December 31, 2019	\$23,054.70	\$25,464.36	\$1,240.00	
January 01, 2020 through March 31, 2020	\$25,464.36	\$21,125.62	\$1,240.00	

All transactions have been toward foundation. 1240 ready for scholarship distributions.

#### Membership

Alicia Hartley announced that we have eight new members. Jennifer mentioned that there have been more social media interactions. Cheryl suggested that we wait longer to post webinar recordings to encourage more people to join. Jennifer suggested printing t-shirts for members (libraries in COVID)

#### Communications

Katy Hoffler was not present. Nothing to report.

#### Conference Planning

Samantha O'Connor announced that she is considering Pitt as the host for 2021. Leigh Russell is not available to confirm yet. Additionally, this year the committee will attempt to develop virtual options, making the transition to a virtual conference easier in case of future virus spikes. The committee will look at feedback from the NCLive virtual conference, and attend NCLA virtual conference in July to get ideas.

#### Webmaster

Angela Davis had nothing to report. Samantha thanked her for all the work she has done getting the webinars running.

#### Awards

Alisha Webb announced that the winner of the 2020 Scottie W. Cox scholarship is Sherry Barnes. The winner of the Mertys Bell scholarship is Bridget Braddom. They are both school library students who currently work in school media centers and attend ECU.

We didn't have many applications this year, but got several emails asking about it with no application submitted.

The foundation manages the Scotty Cox award, but Alisha will send Maria the information about the Mertys Bell winner to get money to the winner.

This is the first year to have June deadlines. We will announce the winners in the next newsletter.

Alisha is putting together bios of the winners and will get them to Katy this summer.

We should work on simplifying the application process. With the current process it was very difficult to get the necessary documentation, especially with campus closures.

Jennifer asked about posting the winners on social media. Alisha will ask the winners if they mind (the foundation will have to contact the Scotty Cox winner). Angela asked about putting it on the homepage. Alisha will reach out and let Angela know.

Retha asked if that social media permission is inherent in the application process. Alisha said no, but we should update the forms to include it in the future.

#### Nominating

Retha Hall had nothing to report, but asked if we should think about ways to improve the nomination process to increase nominations?

Samantha suggested that one of our future Webinars could feature a round table about being on the board. Cheryl suggested that we emphasize the self-nomination options. Angela suggested that we have open meetings to allow people to see what a meeting is like. Retha suggested we create a video from the executive board about why they are on board, what it's like, etc.

Jennifer suggested creating a subcommittee to put some ideas into motion. Retha said that we should at least put it on the agenda for a meeting in the fall.

#### Archives

Jenny had nothing to report, since the archives are still in a filing cabinet she can't access.

#### District 1

Katy Hoffler was not present.

#### District 2

Paula Hopper was not present.

#### District 3

Alan Unsworth reported that they are trying to set up a virtual meeting, but haven't got it set up yet. Hopefully they will be able to schedule it in July.

#### District 4

MaryEllen O'Brien reported that they will probably set up meeting in the fall.

District 5

Joel Ferdon was not present.

District 6

Ali Norvel had nothing to report.

**Next Meeting:** Does the second or third Wednesday of the month work at 2:50pm

### **Adjournment**

Respectfully Submitted by

Samantha O'Connor

Vice President