

**NCCCLA Business Meeting Agenda**  
**Friday, March 6, 2020**  
**Johnston Community College**

**Approval of March 29, 2019 Minutes**

**President's Report - Jennifer Seagraves**

Now is the time for me to list all of our accomplishments for the past year and we have many. First and foremost, this is my last day as President, as we have our Vice President here and ready to move into my seat!

My goals for this year were very similar to last year, but this time it was to keep the initiatives going and growing. The Board has done an excellent job of keeping our files on our Google Drive and making sure that the information is there for next year's officers. We investigated other products to see if there was something better set up for organizations. However, after really checking out these products and the costs involved, it was decided to stay with our free Google Drive. To limit the security issues we were encountering, only selected Board members are allowed to log in as the NCCCLA account and the rest should instead have the folders shared with them. This eliminated our Google security alerts and problems.

Last year we completed the transfer of money from our money market account into the NC Community Foundation and awarded our first Scottie Cox Scholarship. Alisha Webb, our committee chair, and has really worked this year to understand their process and align our process with them. Now you will notice that the Conference Award and Professional Development Grant have a new deadline before the Conference. The Scholarships (Scottie W. Cox and Mertys Bell) are now due May 1st! Be sure to send in your applications this year. Thank you to all on the committee who worked on this process and reviewing applications for the Awards & Grants.

The Advocacy Committee was established in 2018, and I am proud to say Libby Stone has kept it rolling this year. Several members participated in the NC State Library Legislative Day and served delicious ice cream sundaes to our legislative members. Libby is ending her term as chair with this conference. Please join me in thanking Libby Stone, not just her service as the Advocacy Chair, but for her years of service to this organization. Many times I have called on Libby in the past two years for help and clarification. Fortunately, she is willing to still accept my phone calls from time to time. I

wish her the best as she continues to represent NC Community Colleges as the NCLA Vice President.

Sally Goodman spent 2018-19 investigating the 501(c)(3) status. It is a very involved process and Sally has documented everything. After careful review of her documentation, the Board decided that we would not pursue 501(c)(3) status. It is a rather lengthy legal process and would require the hiring of legal counsel to achieve this. Sally has everything we discussed concerning this process and why the Board made its decision saved on our Google drive, so it can be reviewed and referred to when this question arises again. Thank you Sally for staying on an extra year and serving as our Immediate Past President. We really appreciate all the work you have done for this organization.

I would like to thank Retha Hall for administering the nomination and election process again this year. Retha continued to utilize our MemberPlanet software to administer the elections. Thank you Retha for filling this vital role.

I would like to thank Katy Hoffer for her dedication to communications and keeping our newsletter going as it is valued and for dealing with all my late entries. Katy also again held dual roles on the board as Communications Officer and District 1 Director.

Angela Davis has continued to do an amazing job of redesigning and organizing our association website. All the conference registration forms and conference information has been continually updated by her. Additionally, she has remained committed to keeping our Facebook page updated.

Libby started the year also wearing the hat for Procedure Officer, but when she ran for NCLA VP, we asked Leslie Queen to step in and take this over. Fortunately, Leslie jumped right in and joined the Board as our Procedure Officer. Please join me in welcoming her to our Board.

Maria has continued working to enhance and streamline our banking procedures through the implementation of new functions. I want to thank her for all her detail-oriented diligence and look forward to continuing to work with Maria this year.

Our Archives position has sadly remained vacant until recently. Jenny Thomas from Randolph Community College has been appointed to Archives and I am thrilled!! Jenny will be investigating what we have in our archives and developing a plan for moving forward.

Carmen Ellis has served as our Membership chair for a long time and I have taken for granted all the work that she does. Last year when she was out, I found out all that she does. When she told me earlier this year that she would be stepping down as Membership Chair at the end of the year, I'll admit I went into a brief panic. Well, I sent out a plea to the members and Alicia Hartley responded! Alicia has been working with Carmen for the past few months to learn the ins and outs of membership. I am so pleased that our member stepped up and joined the Board.

Districts 1 - 6 Directors Thank you for your service and dedication to the organization. We depend on you to be our direct contact with the members of this organization. Your insights and contribution to the Board has not gone unnoticed. Thank you for all that you do to help move the organization forward.

I would like you to join me in thanking Jennifer for all her hard work in putting this conference together!! Jennifer and her committee worked to get the vouchers for the coffee, (hoped you all enjoyed that), morning yoga and schedule all the conference sessions. She put her staff to work and they added the conference logo to all our tumblers. Jennifer and her committee are to be thanked by all attendees for all their work. I am very comfortable leaving you in Jennifer's hands as your next President and Samantha as your next Conference Planner/VP/Pres Elect.

Lastly, I would like to thank you, the members. It is you who guide the direction of this association and help to move us ever forward. I am going to ask that you keep up the good work and let us know how we can continue to grow and work together.

## Treasurer's Report

SUMMARY OF ACCOUNTS Statement Date 03/06/2020				
Accounts	Beg. Balance	Debits	Credits	Ending Balance
SECU Interest Checking	\$4,378.26	\$784.72	\$10,916.16	\$14,509.70
SECU Money Market Shares	\$6,198.68	\$0.00	\$5.69	\$6,204.37
SECU Money Market Shares	\$37,741.36	\$0.00	\$34.66	\$37,776.02
SECU Shares	\$26.20	\$0.00	\$0.01	\$26.21
BB&T Checking	\$8,006.33	\$0.00	\$0.00	\$8,006.30
<b>Totals</b>	<b>\$56,350.83</b>	<b>\$784.</b>	<b>\$10,956.52</b>	<b>\$66,522.60</b>

		72		
<b>Current Balances at 03/06/2020</b>				
Checking=\$14,509.70				
Money Market Big=\$37,776.02				
Money Market Small=\$6,204.37				
BB&T=\$8006.33				
<b>North Carolina Community Foundation</b>				
Ending Balance December 31, 2019	25,464.36			
Remaining 2020 Available to distribute	1,240.00			

### **Motion to approve the Treasurer's Report**

#### **New Officers Introduced**

- **Jennifer Seagraves, President**
- **Samantha O'Connor, Vice-President/President-Elect**
- **Shannon Paul, Secretary**

#### **Meeting Adjourned**