

**NCCCLA Board Meeting
Monday, February 6, 2023
1:00 p.m.**

Shannon Paul, President

Vacant, Vice President

*Samantha O'Connor, Past President

Lisa Shores, Secretary

Alicia Hartley, Treasurer & Membership

Maria Luisa Saldarriaga-Osorio, Comms Officer

Angela Davis, Webmaster

*Michelle Milliken, Procedures Officer

Vacant, Advocacy Chair

Alisha Webb, Awards Chair

Retha Hall, Nominations Officer

Jenny Thomas, Archivist

Elizabeth Baker, DEI Chair

Tim Hunter, NCLA/CJCLS Liaison

*Alan Unsworth, Dogwood Digital Liaison

Nathan Stancil, District 1

Angela Davis, District 2

Alisha Webb, District 3

*Kris Obele Bele, District 4

Garrison Libby, District 5

Russell Taylor, District 6

* unable to attend

Call to Order

Called to order at 1:04 p.m.

Approval of Minutes

November 30, 2022

Motion: Jenny Thomas

Second: Alisha Webb

Approved.

Old Business

- Conference Updates

All the conference updates from the November 30, 2022, minutes are no longer valid due to the resignation of Anthony Baltiero as Vice President/President-Elect and Conference Planning Committee Chair.

New Business

- Resignation of Vice President/President-Elect

- Anthony Baltiero, Vice President/President-Elect and Conference Planning Committee Chair tendered his immediate resignation due to a family health emergency on January 25, 2023. In addition to completing plans for the upcoming conference, the biggest issue is to fill the open position and ensure the continuity of the association leadership moving forward.
- The organization has dealt with similar resignations several times over the past couple of years. Due to lack of participation, many of the candidates have had no prior experience with the organization and are overwhelmed with the responsibility of planning the conference.
- The following recommendations were suggested to prevent the issue in the future.
 - Require prior involvement in the association before serving as Vice President/President-Elect.
 - Change the position description to separate the Vice President/President-Elect from having responsibility for planning the conference to being a liaison between the conference planning committee and the board, which would require a change to the handbook.
- The committee discussed ways to encourage more membership overall, especially targeting those new to the profession. The following ideas were offered as possible ways to increase the number of active members.
 - Reach out to directors to ensure they share information on NCCCLA with new hires as part of the onboarding process. With CCCLA now officially under NCCCLA, hopefully, we will have more participation and communication with directors.
 - Offer a free one-year membership to new staff to introduce them to the organization.
 - Offer a new graduate rate of \$10 as an incentive for new staff to join.
 - Task the districts with outreach to solicit new members.
 - Send marketing materials to staff in addition to the newsletter, which is now our sole means of communication.
- Angela Davis proposed that the Communications Committee design a new member/marketing flyer to send out to all staff. After the initial mailing, it would only go out to new staff in the future. The information will also be included in the newsletter. It was suggested again that possibly district officers could take responsibility for letting the association know of new staff, which would require a change to the district officer responsibilities.

Motion: Angela Davis moved that the Communications Committee design a new member/marketing flyer and send it out to all staff.

Second: Alisha Webb

Approved.

- A list serv was suggested as a communication tool for members. Angela reported that the board had started to look into this in the past, but for various reasons did not investigate it fully. As Communications Chair, Maria will start looking at options for a list serv. It was noted that Member Planet does not offer list servs as an option; however, WordPress may have a suitable option. She will report her findings at the April meeting.
- Shannon agreed to stay on as President for the sake of continuity until the issue with the VP is resolved.
- Elizabeth Baker offered to serve as interim Vice President until the nominations for a new Vice President/President-Elect could happen in early fall 2024 before the next conference.
- Between now and then, the board will work on restructuring the position description for the Vice President/President-Elect, as well as possibly the district officers.
- This will also allow the time for a membership push and marketing campaign to encourage participation with the association.
- Shannon noted that professional development sessions are planned for the coming months, which should showcase another benefit of membership.
- New board appointments will continue to run from conference to conference. Beginning in 2024, with the switch to a biannual conference, officers will serve two-year terms.
- Shannon will check with the Procedures Officer to make sure the emergency use of an interim Vice President is acceptable under the current bylaws.
- Beginning with the April meeting, the board will begin work on the bylaws and preparing for an election in September for the October installation of officers.

Virtual Conference Committee Update

- As a result of Anthony Baltiero's resignation, the committee members made the decision to switch to a virtual format for this year's conference because there was still much to be done for the in-person conference. The conference will be held through Zoom March 8 – 10. To date, the following has been completed/confirmed:
 - All presenters and speakers have been contacted to see if they still wanted to present in a virtual format. About half of the presenters have responded positively to date.
 - Both the conference web page and the association page have been updated with the new information, including the featured speakers.
 - In addition, a Facebook post went out advertising the changes to the conference due to the switch to a virtual format.

- To date, twenty-two association members have registered. The registration will open up to non-members after Friday, February 10.
- Sessions are all tentatively scheduled, and we are able to run concurrent sessions by adding an additional Zoom account for \$20.
- The only issue is that we are limited to 100 people per sessions, which could pose an issue for the large, group gatherings. One solution is to ask those from the same college to watch the large group meetings together to save some spaces.
- All registered attendees will receive an email with a form asking them to choose their sessions, including the group meetings, ahead of time so we will know if there is a possibility of running out of seats.
- The Awards Committee has not received any applications for awards, and the deadline is Friday, February 10. Conference scholarships are still available but would only be for the \$25 registration fee since there would be no other expenses.
- The panel discussion set up by Anthony is still scheduled to happen with Gloria Kelley as moderator. State Librarian, Michelle Underhill is the keynote speaker.
- Reimbursements are going out to everyone who had already registered for the in-person conference.
- The insurance required for the conference to be held at CPCC was partially refunded.
- One big change to the schedule is that the district meetings will be held on Wednesday morning so officers can be elected at the association meeting on Friday. Districts are free to meet ahead of the conference, as well.
- Both the DEI session and the Evergreen sessions will be on Wednesday afternoon.

Reports:

Treasurer – Alicia Hartley

SUMMARY OF ACCOUNTS Statement Date 1/24/2023				
Accounts	Beg. Balance	Debits	Credits	Ending Balance
SECU Interest Checking	\$12,445.41	\$151.00	\$0.67	\$12,295.08
SECU Money Market Shares	\$5,020.25	\$0.00	\$3.85	\$5,024.10
SECU Money Market Shares	\$23,723.37	\$0.00	\$18.21	\$23,741.58
SECU Shares	\$25.04	\$0.00	\$0.00	\$25.04
Truist Checking	\$4,995.56	\$0.00	\$0.00	\$4,995.56

Totals	\$46,209.63	\$151.00	\$22.73	\$46,081.36
Current Balances at 2/06/2023				
Checking=\$12,791.94				
Money Market Big=\$23,713.43				
Money Market Small=\$5,018.15				
Truist=\$4,995.56				
North Carolina Community Foundation / The Scottie W. Cox Memorial Scholarship of NCCCLA / Statement of Activity				
Period / Quarter	Beginning Fund Balance / Year to Date through	Ending Balance	Remaining Available to distribute	
January 01, 2020 through March 31, 2020	\$25,464.36	\$21,125.62	\$1,240.00	
April 01, 2020 through June 30, 2020	\$21,125.62	\$39,624.94	\$1,240.00	
July 01, 2020 through September 30, 2020	\$25,464.36	\$39,811.70	\$240.00	
October 01, 2020 through December 31, 2020	\$39,811.70	\$44,432.06	\$1,360.00	
January 01, 2021 through March 31, 2021	\$44,432.06	\$45,780.73	\$1,360.00	
April 01, 2021 through June 30, 2021	\$45,780.73	\$48,341.62	\$1,360.00	
July 01, 2021 through September 30, 2021	\$48,341.62	\$46,655.20	\$360.00	
October 01, 2021 through December 31, 2021	\$46,655.20	\$48,756.61	\$1,700.00	
January 01, 2022 through March 31, 2022	\$48,756.61	\$45,222.20	\$1,700.00	
April 01, 2022 through June 30, 2022	\$45,222.20	\$40,376.97	\$1,700.00	
July 01, 2022 through September 30, 2022	\$40,376.97	\$37,550.56	\$700.00	

Membership – Alicia Hartley

No report.

Communications - Maria Luisa Saldarriaga-Osorio

Newsletter is coming out this week to highlight conference changes.

Webmaster - Angela Davis

Nothing additional beyond the conference updates.

Awards - Alisha Webb

No conference awards or scholarship applications have been received. Scholarships are open and will be open until the end of April. The committee will continue to vote on Lifetime memberships, when received.

Nominations - Retha Hall

Retha will work with the board to determine next steps on soliciting nominations after the changes are made to the position descriptions.

DEI - Elizabeth Baker

No report.

Archives - Jenny Thomas

No report.

District 1 – Nathan Stancil

No report.

District 2 - Angela Davis

An email is going out to members to see if they want to meet before or during the conference.

District 3 - Alisha Webb

No report.

District 4 - Kris Obele Bele

Not present. No report.

District 5 - Garrison Libby

No report.

District 6 - Russell Taylor

No report. He advised he will not be able to continue as District 6 representative if he is admitted to the EDD program to which he has applied.

Next Meeting

Shannon will send out a Doodle poll to determine the best day and time for the April meeting, which will focus on amending the bylaws, including position responsibilities for the Vice President/President-Elect.

Adjournment

Meeting adjourned at 2:22 p.m.