

NCCCLA Board Meeting
January 31, 2024
10:00 a.m.

Shannon Paul, President	*Robert James, DEI Chair
Elizabeth Baker, Vice President	*Carole A. Hankinson, LAC Chair
Lisa Shores, Secretary	*Alan Unsworth, Dogwood Digital Liaison
Maria Luisa Saldarriaga-Osorio, Acting Treasurer & Membership	*Tim Hunter, NCLA.CJCLS Liaison
Maria Luisa Saldarriaga-Osorio, Comms Officer	Nathan Stancil, District 1
Angela Davis, Webmaster	*Leigh Russell, District 2
Michelle Milliken, Procedures Officer	*Christy Earp, District 3
Vacant, Advocacy Chair	*Kris Obele Bele, District 4
Alisha Webb, Awards Chair	Dana Glauner, District 5
Retha Hall, Nominations Officer	*Tina Adams, District 6
Jenny Thomas, Archivist	

* unable to attend

Call to Order

Meeting called to order at 10:05 a.m.

Approval of Minutes

Motion: Michelle Milliken

Second: Jenny Thomas

Approved.

Old Business

- **Candidate for Vice-President/President-Elect**
 - The association is still without a Vice-President/President-Elect. Shannon shared that she has spoken with someone who may be interested in the position. Following discussion regarding the responsibilities of the position, it was decided

to leave the position description as is for now. Retha will put out a call for nominations for the position. The person elected will serve the remainder of the current term and become President in fall 2024. The regular nomination cycle for VP/President-Elect and all other positions will begin about six weeks out from the fall 2024 conference.

New Business

- **Conference 2024**
 - Shannon shared that the first order of business for conference planning was to find a hosting institution. After a discussion regarding possibilities, it was decided that it makes the most sense right now to hold a virtual conference in 2024. Though most agreed an in-person conference was preferable, the difficulty in finding a hosting institution combined with the financial realities of the organization, it is necessary. Maria shared that historically the conferences never cover costs, and our balances have reduced significantly over the last several years. The board hopes to host an in-person conference in 2026.

Hold a virtual conference in 2024 based solely on financial reasons.

Motion: Jenny Thomas

Second: Retha Hall

Approved.

- Discussion was held regarding whether or not to charge a fee for the virtual conference. Several options were suggested, including charging a nominal fee (e.g. \$20 - \$40). Others suggested making the conference free but raising the membership fees since they have not been raised in almost a decade.
- Maria shared that MemberPlanet takes a percentage of the membership fees that are paid, reducing the amount of money received to help sustain the activities of the association.
- Michelle verified that the bylaws did not require a vote of the membership to raise rates.
- Alisha suggested making the new rates effective later than February to give ample notice to the membership.

Increase all membership levels by \$10 beginning March 1, 2024.

Motion: Jenny Thomas

Second: Maria Luisa Saldarriaga-Osorio

Approved.

Reports

- **Treasurer's Report**

- Since the unexpected death of Alicia Hartley over the summer, Maria has taken over the duties of the Treasurer.
 - She shared the many struggles she has faced trying to get access to all of the accounts. The only account she is still having an issue with is NC SECU. She will go to her local branch in person and see if they can assist.
 - According to the bylaws, the President and VP/President-Elect can have association credit cards. However, in the interest of simplicity, Maria currently has the only card as the acting Treasurer.
 - Maria changed the card information in all of the association's accounts (e.g. MemberPlanet, WordPress, etc.).
 - She has put all relevant information in the association Gmail account so that it is accessible by the board to prevent issues like this in the future. Maria also provides instructions in the account for anyone who holds this role in the future.
 - As President, Shannon's name is on both of the accounts if she needs to take care of any issues with the association's financial accounts.
 - Maria shared that there is \$40,000 between the Truist and SECU accounts.
 - There is enough money in the NC Community Foundation account to give away scholarships this year.
- **Newsletter**
 - Angela will send an email to membership requesting information to be included in the newsletter.
 - Angela will get a newsletter ready to go out on Monday.
 - Shannon will provide for a letter from the President to be included in the newsletter to let membership know why we are planning a virtual conference and why we are raising membership fees. She will work with Maria and other board members to include pertinent information for the board's decisions.
- **Things to Discuss in February Meeting**
 - Revisit discussion regarding the parameters of the Vice-President/President-Elect position so that it is set before the fall elections.
 - Discuss the issue of Maria now occupying two roles on the board – Communications Director and Treasurer.

Next Meeting

Shannon will send a Doodle Poll regarding a date for the February meeting.

Adjournment

Meeting adjourned at 11:07 a.m.