

NCCCLA Board Meeting

August 7, 2024

10:00 a.m.

Shannon Paul, President

Robert James, DEI Chair

Rich Garafolo, Vice President

*Paula Hopper, LAC Chair

*Lisa Shores, Secretary

*Alan Unsworth, Dogwood Digital Liaison

Maria Luisa Saldarriaga-Osorio, Treasurer & Membership

*Tim Hunter, NCLA CJCLS Liaison

Angela Davis, Comms Officer

Nathan Stancil, District 1

Nicole Vandiford, Webmaster

Leigh Russell, District 2

*Michelle Milliken, Procedures Officer

Christy Earp, District 3

Vacant, Advocacy Chair

*Kris Brown, 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: Christy Earp

Second: Tina Adams

Approved.

Old Business

Membership Vote to Change Officer Terms

Shannon will send Angela the information for an email to membership on changing officer terms from one year to two years by Friday.

New Business

Conference Updates

Maria shared notes on the February 2025 Conference budget.

- May be necessary to purchase a second Zoom account for \$25, depending on the number of sessions.
- She shared on Pheedloop as a conference hosting platform. EverGreen used this for their conference, which went well, and it is less expensive than Whova (somewhere between \$1300 to \$1500). The platform has many useful features, but the biggest positive is that it will prevent the labor-intensive task of building a webpage for the conference from scratch. This software makes it plug and play.
- Tina asked if MemberPlanet can do any of this, but it is only a membership platform, which allows the association to be able accept secure credit card payments.
- Keynote speaker fee - \$1,000.
- Registration fees
 - Students \$20
 - Members \$35
 - Non-Members \$50
 - Presenters \$25
 - Corporate \$200.00
- Pheedloop allows attendees to pay for their registration online at the time of registration. Pheedloop requires a payment processor (PayPal, Square, Stripe), which Maria will need to set up. MemberPlanet will not work for this. Maria thinks the association already has a PayPal account.
- Nicole shared the conference logos using the association colors. There are four variations based on use. They checked them for accessibility, and they passed.
- By the end of next week, the conference committee will send out the call for session proposals, which will include the logo. The logos will also be added to the webpage.





Motion to approve the proposed 2025 conference budget.

Motion: Tina Adams.

Second: Christy Earp.

Approved.

Reports

Treasurer's Report – Maria Luisa Saldarriaga-Osorio

- The checking account balance showing in our last statement was \$7,000. The current balance shows \$19,000, which is the correct amount since Maria resolved the issue with MemberPlanet not processing deposits in a timely manner.
- The association is now both a 501(c)(3) and a tax-exempt organization. The confirmation letter had the incorrect name of the association so, Maria has filed for the correction, which may take up to six weeks.
- With the change in status, the association must switch to a January to December fiscal year to comply with the rules of being a 501(c)(3) and tax exempt.
- Maria took the association's EIN number to the State Employees Credit Union in June. There was an issue of our online access once we were considered an organization and not an individual, but Maria got it resolved. She now has an account number and a password for online access.
- She plans to take the EIN number to Truist Bank on Friday.
- The Director's Institute deposits their registration fees and other funds into our account, and we make payments on their behalf. Following this year's event, they have \$399 left over for next year's institute. This is valuable information to be shared with the new treasurer.
- Maria shared that having the EIN does more than provides us with a W9, it also gives the association the ability to apply for grants.

Accounts	Beg. Balance	Debits	Credits	Ending Balance
SECU Interest Checking	\$7,077.42	\$1.00	\$35.29	\$7,111.71
SECU Money Market Shares	\$5,093.61	\$0.00	\$7.56	\$5,101.17
SECU Money Market Shares	\$24,070.01	\$0.00	\$35.70	\$24,105.71
SECU Shares	\$25.09	\$0.00	\$0.00	\$25.09
Truist Checking	\$4,719.88	\$0.00	\$0.00	\$4,719.88
Totals	\$40,986.01	\$1.00	\$78.55	\$41,063.56
Current Balances at 12/2023				
Checking=\$7,111.71				
Money Market Big=\$24,105.71				
Money Market Small=\$5,101.17				
Truist=\$4,719.88				
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	Remainin g Available to distribute	
January 01, 2023, through March 31, 2023	\$39,533.76	\$40,909.73	\$2,010.00	
April 01, 2023, through June 30, 2023	\$39,533.76	\$41,865.03	\$2,010.00	
July 01, 2023, through September 30, 2023	\$39,533.76	\$39,941.84	\$1,010.00	
October 01, 2023, through December 31, 2023	\$39,533.76	\$42,405.96	\$2,160.00	
Note: Administrative fees for the year total \$821.62				
MEMBER PLANET				

Member Planet deposits have not been received since last July 2023. A ticket to Member Planet has been submitted. We are waiting for a response.				
UPDATE: Member Planet escalated the issue of missing transfers to their Finance Department and initiated an audit on Memberplanet. This may take a few days. Additionally, to comply with federal regulations and prevent future issues, they asked for KYC (Know Your Customer) information from our association. They requested information about our group (i.e. - name, address, tax ID number) and information about the person who owns, controls, or manages the group (i.e. - name, address, date of birth, SSN). I provided everything however, I am not sure if it is correct. Our Tax ID number is someone else's Social Security Number (the one who created the SECU account a long time ago)				
MEMBERSHIP FEE INCREASE - MEMBER PLANET:				
Changes on membership fees have not been done. I need to confirm the changes made during the past meetings so I can change that in Member Planet.				
NCCCLA EXPENSES EVERY YEAR	Cost			
Member Planet	\$300.00			
WordPress	\$99.00			
Zoom	\$149.90			
GoDaddy	\$63.51			
Total	\$612.41			

Communications – Angela Davis

- Please send Angela information for the newsletter (e.g., new staff, retirements, grants, programs, renovations).
- Angela needs a library to feature for the newsletter.
- A save the date notice for the conference will be in the upcoming newsletter.

Webmaster - Nicole Vandiford

No report.

Awards - Alisha Webb

No report.

Nominations - Retha Hall

No report.

DEI - Robert James

Part 3 of the DEI survey closed. The Belk Center will provide preliminary results with the DEI committee on September 16. The group will have until October 1 to review the report. The Belk Center will draft a presentation by the end of November and share the final report in January. Robert plans to submit a conference proposal to share the results at the conference.

Archives - Jenny Thomas

Not present. No report.

District 1 - Nathan Stancil

No report.

District 2 - Leigh Russell

Not present. No report.

District 3 - Christy Earp

No report.

District 4 - Kris Brown

Not present. No report.

District 5 - Dana Glauner

- Dana asked for guidance on how often districts are supposed to meet. Members shared that the basic requirement is to hold at least one meeting annually, as well as to function as a conduit of information between the association and members in the district.
- Maria reminded everyone that districts have \$300 to use for district meetings.
- Angela shared that the districts have pages on the website, and she encouraged directors to share any relevant information to be included.

District 6 - Tina Adams

- District 6 had a Zoom meeting with an Evergreen update, open discussion about what is happening at individual libraries, and ideas for future training.
- She shared feedback from district members regarding confusion around the LAC conference. There was not a link from the NCCCLA page. Angela reminded everyone that they have to share information with her and Nicole regarding what needs to be added to the website.

Next Meeting

Rich will assume leadership at the next board meeting. Shannon will send a Doodle Poll regarding a date for the September meeting.

Adjournment

Meeting adjourned at 10:55 a.m.