

**NCCCLA Board Meeting**  
**December 2, 2025**  
**3:00 p.m.**

\*Shannon Paul, Past President

Robert James, DEI Chair

Rich Garafolo, President

Kayla Page, LAC Chair

Leigh Russell, Vice President/President Elect

Kayla Page, Secretary

Libby Stone, Treasurer

Angela Davis, Comms Officer

Katy Hoffler, District 1

\*Nicole Stith, Webmaster

Colleen Kehoe-Robinson, District 2

Victoria Linder, Procedures Officer\*

Christy Earp, District 3

Carol Anne Hankinson, Membership Chair

Ashley Apple, District 4

Mark Lee, Advocacy Chair

Dana Glauner, District 5

\*Alisha Webb, Awards Chair

\*Tina Adams, District 6

\*Retha Hall, Nominations Officer

Jenny Thomas, Archivist

Claire Leverett

\*Unable to attend

**Call to Order**

**3:06**

**Approve Minutes**

**3:06 Libby motion to approve and Leigh provided a second and members approval**

**Old Business**

- OER Task Force
  - **3:09 Motion to disband by Angela and second by Dana, and members vote to disband**

- Treasury Items
  - Transfer \$15,000 from SECU Interest Checking to SECU Money Market Shares
  - Status of Share Term Certificate (CD) for money in SECU Money Market Shares account
    - **3:10 discussed the transfer that was made. Libby noted the treasury report**
    - **Rich talked about a 6-month CD to earn shares and still have time to access money before conferences**
    - **3:14 Dana suggested having money that can be accessed, but also placing some in a CD that can earn interest interests**
    - **Truist account is available to pay credit card expenses**
    - **3:19 suggested starting a 6-month CD from SEC Money Market Shares \$10,000. Rich made a motion, and Carol Anne provided a second, and members approved, the motion passed**
- EZ Grant for conference scholarships
  - Can NCCCLA apply for a grant for this purpose?
  - If so, forming a Grant writing ad hoc committee for the grant
    - **3:21 Rich noted that we would not meet the \$5,000 minimum threshold, so we will not pursue EZ Grant**
- NCCCLA Liaison Position
  - 3:22 Rich asked who would be interested in serving on this position

## **New Business**

- NCCCS ILS Award Announcement
  - 3:22 Alisha will mention at the next meeting
- NCCCLA Conference Scholarships
  - Discussion regarding amount of scholarships
    - 3:22 will table this until next meeting so Alisha can address this with the board
- Scottie Cox and Mertice Bell Scholarship Discussion
  - 3:23 will table this until next meeting so Alisha can address this with the board
- 2026 NCCCLA Conference Update
  - Vote on Pheedloop contract for conference website/ registration
  - 3:24 Leigh discussed that the price is \$1,120 for a one-year subscription and wanted the board to vote on approving. Rich shared about the positive features, such as ease of use for conferences and streamlining processes. Voting on Theme submissions is due tomorrow. Angela and Leigh hope to announce the

theme in the next newsletter. 3:29 Mark made a motion to approve, and Angela provided a second, and members approved the motion

## Reports

- **Treasurer's Report – Libby Stone**

- 3:30 Libby discussed balances and noted the addition of a column of Actual Spending to compare to projected costs
- 3:35 Rich talked about a meeting with the Foundation with Rich, Alisha, and Libby??? To talk about scholarships and noted that the money could be pooled into an NC Foundation account and change the name to the NCCC Foundation grant. Rich noted this would be talked about in more depth in the January meeting.

SUMMARY OF ACCOUNTS December 2025 Report				
Accounts	Beg. Balance	Debits	Credits	Ending Balance
SECU Interest Checking (11/13/25 statement)	\$21,824.76	\$15,178.00	\$99.85	\$6,746.61
SECU Mertys Bell Scholarship Award	\$5,788.42	\$0.00	\$13.65	\$5,802.07
SECU Money Market Shares	\$24,798.80	\$0.00	\$15,065.90	\$39,864.70
SECU Shares	\$25.18	\$0.00	\$0.01	\$25.19
Truist Checking (10/31/25 statement)	\$2,717.25	\$0.00	\$0.00	\$2,717.25
<b>Totals</b>	<b>\$55,154.41</b>	<b>\$15,178.00</b>	<b>\$15,179.41</b>	<b>\$55,155.82</b>

Note: statement date for SECU changed to 11/13 after transfer of accounts; Libby will change to the 5th going forward.

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, 2024 through March 31, 2025 (Q1)	\$45,428.35	\$45,942.47	\$2,130.00
April 01, 2024 through June 30, 2025 (Q2)	\$45,428.35	\$48,103.94	\$2,130.00
July 01, 2024 through September 30, 2025 (Q3)	\$48,103.94	\$49,896.56	\$2,130.00
October 01, 2024 through December 30, 2025 (Q4)			

*Quarterly fund statements are available approximately six weeks after the end of every quarter, around May 15, Aug. 15, Nov. 15 and Feb. 15. Note: NC Community Foundation Minimum for Scholarship Funds is \$40,000*

**Updates:**

Payments Truist Credit Card: none

Libby has updated accounts that require payment changes.

SECU: Transferred \$15,000 from SECU interest checking into SECU Money Market Share account

\$177 for travel for Maria

We also want to consider purchasing a CD at Truist - or SECU? Another consideration is whether to move funds to the

North Carolina Community Foundation for the Mertys Bell Scholarship award.

Rich, Alisha and Libby met with the NCC foundation on 11/24

**December report:**

[budget report for next meeting - yearly expenses](#)

[September 2025 NCCF statement](#)

Working on conference budget

● **Communications - Angela Davis**

3:39= Newsletter is almost ready and is waiting on the theme for the NCCCLA theme.

Discussed how Nicole is moving to ECU, and there will be a need for the Webmaster position. Ask for suggestions of names of anyone interested to be sent to Angela. She noted to send her any updates for now. 3:42 Rich asked members to help Angela out by getting someone in this position.

● **Webmaster - Nicole Vandiford**

● **Awards - Alisha Webb** Unable to attend

● **Nominations - Retha Hall** Unable to attend

● **Membership – Carol Anne Hankinson** 3:43 noted sending out membership drive information

● **DEI - Robert James** 3:43 Robert shared that he emailed out the board meeting minutes

- **Archives - Jenny Thomas** no updates
- **Advocacy – Mark Lee** 3:44 noted that the working document is in the works for assigning roles for future board approval
- **District 1 - Katy Hoffler** nothing to report
- **District 2 - Colleen Kehoe-Robinson** nothing to report
- **District 3 - Christy Earp Tim Hunter** may be new representative
- **District 4 - Ashley Apple** nothing to report
- **District 5 - Dana Glauner** Have a date but she and Cheryl are working on Spring Virtual catch up
- **District 6 - Tina Adams** nothing to report

**3:48** Rich asked if there was anything else to add? Angela is going to email the information and Member Planet to Ashley. Mark offered to help Angela with communication and the webpage until more help comes.

**Adjournment 3:50**