

NCLA Community & Junior College Libraries Section Executive Board
Minutes of December 3, 2013 Meeting

The Executive Board of the NCLA CJCLS met via webinar on December 3, 2013.

Present: Angela Davis, Chair; Catherine Tingelstad, Vice Chair/Chair Elect; Deanna Lewis, Secretary/Treasurer; Keith Burkehead, Director at Large; Staci Wilson, Director at Large; Julie Humphrey, member

Angela reported that as of October 2013, the Section has \$1,760.53. She also noted that NCLA's Financial Procedures are posted online at <http://www.nclaonline.org/organization/ncla-handbook/financial-procedures>

Kim Parrott, Secretary for NCLA, has provided the Section with a list of members as of November 12, 2013.

The minutes of the October 17, 2013 meeting, held during the 2013 NCLA Conference, were approved via e-mail. They can be viewed online at:
<http://www.nclaonline.org/sites/default/files/documents/commjunior/CJCLSMinutes10.17.2013.pdf>

The Section's Biennial Report for 2011-13 is available online at
http://www.nclaonline.org/sites/default/files/documents/commjunior/CJCLS_Biennial_Report_11.1.2013.pdf

The Board discussed the need for changes in the Section's by-laws. Angela moved that an Ad Hoc By-laws Committee be created. The motion passed. Angela, Catherine, Deanna, and Staci will serve on the committee.

The group discussed the need for someone to coordinate programming (identify possible topics, presenters, etc.) for the off-year workshop(s) and to help coordinate programming for the next NCLA conference. Deanna's motion to create a standing Program Committee was passed. Angela moved to appoint Julie Humphrey as Chair of this committee. The motion was approved. Angela will send the newest membership list to Julie.

The desirability of having a market/membership committee to increase visibility of the Section and increase membership was discussed. Deanna moved that a standing Marketing Committee be created. The motion was approved. Deanna will send an e-mail to the membership to solicit volunteers for this committee.

Angela moved that the Board establish a regular meeting schedule whereby it would meet the month before the NCLA Executive Board meets. Future meetings will be conducted via webinar on the first Tuesday of December, March, June, and September at 11:00 am. The motion was approved. The group agreed that Angela should invite other members of CJCLS to attend the webinar on a first come first served basis up to the webinar participant limits.

The Board discussed the relationship of CJCLS with NCCCLRA. Both groups want to cooperate with each other. Since Catherine is also a member of NCCCLRA, she agreed to serve as a liaison with them. Staci will be her back-up.

Staci is planning on attending the NCCLRA Annual Conference in April, 2013 at Blue Ridge Community College. She agreed to prepare a brochure for the conference, which will provide membership information about CJCLS/NCLA. Another idea was to provide something to be raffled off at the conference in order to draw attention to CJCLS.

A member of BLINC approached Angela about having our two sections partner in order to sponsor a session at the next NCLA conference.

The group discussed the possibility of providing one or more online workshops in 2014. It was agreed that late summer or fall 2014 would be the best time to schedule workshops.

Respectfully submitted by Deanna Lewis, Secretary Treasurer.

January 2, 2014