

NCCCLRA Planning Committee Meeting
Telephone conference call
September 4, 2008
2:00 PM

Conference call attendees:

Suvanida Duangudom -	Wake
Michael Rose -	Rockingham
Allen Mosteller -	Cleveland
Lisa Driver -	Pitt
Vanessa Bass -	Piedmont
Cynthia Johnson –	Cape Fear
Deborah Foster -	Fayetteville
Tara Guthrie -	Carteret
Marilyn Carney -	Wake

Suvanida asked those with responsibilities for setting up the NCCCLRA Conference in Sanford, NC to report.

Vanessa reported on speakers.

Vanessa heard from Tim Rogers and Ray Oldham and they have agreed to be speakers. Carolina speakers has received our request and it was sent to Dr Carr. The person she spoke with said they would call her back in a couple of days after they talk with Dr Carr. Vanessa talked with Ms. Bolen from UNC-CH and she received our invitation to be a speaker, she will get back to Vanessa later this month. She has sent other invitational letters out but she has not heard from anyone else. She has 4 other sessions that are suggested and she's having trouble finding speakers for those sessions.

It was suggested that some sessions concentrate on paraprofessionals

The recommended session titles are:

Library Technical Assistant and the Library World Today -Ellen Dickey or Barbara Miller Marson are being considered as speakers.

Extreme Basic Reference - Allen Mosteller will be speaker.

Becoming a library Professional - Barbara Miller Marson is being considered as speaker.

Handling Conflict at Work – Deborah Foster said she could present this topic based on the book “How to Deal with Difficult People” Vanessa said she would also check with Ruth.

Suvanida asked Vanessa to also review the sessions that already have speakers.

Vanessa has asked Tim Rogers to discuss what's new at NC LIVE and he, along with Leslie Sierra, will present that workshop.

Master Trainer series head, Ray Oldham has been asked and she has responded. She's in charge of the Master Trainer program.

Mrs Bolick (librarian at UNC-CH) will get back with Vanessa about her topic, she wasn't quite sure about the topic, there was a mix-up. It was thought to be “Cultivating the Library Profession”. But apparently that is not quite the title. She will be getting back with Vanessa to let her know if she will do a workshop.

Suvanida said that Dr David Carr (associate professor at UNC School of Information and Library Science) would be speaking at one of the luncheons. His topic is "A celebration of library and community". It was generally thought that the topic would be good at the luncheon because it's interesting and fun. He was obtained through the Carolina Speakers.

Suvanida mentioned that she asked Cathy (who was absent) to contact Dr Ralls but we have no confirmation so we will wait on that.

Michael discussed hotels and lodging.

He came up with 3 suggestions.

Holiday Inn Express – rate \$79 + tax,

1 mile away from Dennis A. Wicker Civic Center / release date March 15, 2009

Hampton Inn - rate \$70 + tax,

1 mile from civic center/ release date March 10, 2009

Quality Inn - rate \$56.50 + tax,

7 miles away/ did not give release date did not think that would be a problem.

All of the hotels offer continental breakfasts and wireless internet thru-out.

Michael recommended that the Hampton be the conference hotel

Suvanida asked that we vote on hotel selection and get rooms blocked so that we could post on the website.

Vote was unanimous to make Hampton inn the conference hotel.

It was suggested that we decide how many rooms to block at the quoted rate and Tara thought we should offer blocked rooms to vendors. Hampton Inn has 86 rooms. Michael will ask if Hampton Inn will honor conference rate for vendors if they indicated they are there for the conference. Michael said that the hotel agreed that we would not be responsible for unused rooms. We decided to post all 3 hotels on website for people with tight budgets. It was estimated that about 120 were at the conference last year.

Lisa and Cynthia gave updates on the menus.

They said they were just getting started, and had to visit with caterers and check on getting menus. Cynthia wanted to know what caterer we used last time we were in Sanford. It seems as though we got the caterer through the Wicker Center. Deborah said she would look at her '04 check book to see who we used before. The Wicker center has a website that lists the nearby restaurants and caterers. It was suggested that when making menus to remember diabetics and for snacks have fruit and veggie trays as opposed to cookies. Lisa was checking on one other place that held meeting and also catered. We decided to discuss the menus again later. Lisa and Cynthia will also look at the Sanford, NC website.

Michael will ask Hampton Inn to set aside about 60 of their 86 rooms for conference attendees, Holiday Inn will be asked to set aside about 50 of their 69 rooms, Quality Inn will not be asked to set aside rooms but with 122 it was generally thought that there would be no problem getting a room there if needed considering they are 7 miles away. Allen will

post the hotels with details after Michael gets confirmations. Allen reminded us that if we see something posted that we don't like, let him know.

Suvanida will have concurrent session forms for Allen to post after the conference theme is established. Graphics for the conference will also be discussed after theme is established. The conference theme will be decided after confirmation of topics from speakers arrives.

Vanessa said programs are due by November 7, 2008. We decided that by that time we will be able to come up with a theme.

The panel topic is "Generational Learning". The plan is to have the panel on the last day, Friday during the breakfast. The business meeting will be moved up to Thursday afternoon so that more people could attend. The business meeting is to be before the district meetings. Suggestions for speakers for the panel are: Matt Smith from Pitt CC (Suvanida will contact him)

He will be asked to lead the panel discussion. He also will be presenting at a session. He may be able to suggest other speakers.

Tara said after the last conference she and Cathy discussed including meals in with registration fee for vendors and then allowing them to check on the registration form which meals they plan to attend and whether they want vegetarian meals or not, of course we would have to know how much the meals would cost before we know how much to add to their registration fee. That would make it easier on us and on them as well. The meals would be prepaid with the understanding that if they did not eat, the fee would be non-refundable.

Tara will prepare both the letters to vendors and the registration forms after our site visit. She will also prepare the notice for posting on our website when she sends letters to vendors.

Allen says that EBSCO is providing the reception.

Site visit: (last years site visit was in early Nov)

It was suggested that maybe the week after the program deadline of November 7, would be best. It was agreed that Friday, Nov 14 would be good for a site visit to the Wicker Civic Center. Suvanida will send an email to Kay Faucette at the Wicker Center to find out what time is good for her. It was decided that an afternoon visit would work better especially for those having to come from further away. Suvanida will email everyone with the time after she hears from Kay at the Wicker Center.

NCCCLRA Planning Committee Meeting phone conference was adjourned at 2:35 PM.

Respectfully submitted by:
Marilyn Carney,
Secretary