

**North Carolina Library Association
Executive Board Orientation
January 24, 2008**

AGENDA

- Biennium Agenda – **Phil Barton**
- Executive Board Overview – **Phil Barton**
 - Organization and Membership
 - Responsibilities
 - NCLA Handbook
 - Conducting Business
- Office Operations – **Kim Parrott/Dale Cousins/Phil Barton**
 - NCLA Office activities
 - Personnel Issue
- Communications
 - NCLA Website - **Christy Allen**
 - *North Carolina Libraries* – **Ralph Scott**
 - *Tar Heel Libraries* – **Pam Jaskot**
 - NCLA-L List – **Diane Kester**
 - NCLA Board Yahoo Group – **Diane Kester**
- Financial Matters
 - NCLA Budget – **Wanda Brown**
 - How to Read the Treasurer’s Report – **Diane Kester**
 - How to Pay Bills – **Diane Kester**
 - Finance Committee – **Wanda Brown**
- Membership
 - Membership Brochures/ New Letters – **Brandy Hamilton**
- Professional Development
 - Planning Programs
 - Processing Expenses
- NCLA Conference – **Sherwin Rice**
- State Librarian Report – **Mary Boone**
- Other Matters – **Phil Barton**
 - Schedule upcoming meetings