

## OPERATIONS REPORTS

July 30, 2010

### MEMBERSHIP:

- Mailed and emailed renewal notices, renewal cards and letters.
- Met with Paraprofessional member chair regarding membership retention.
- Provided reports with requesting sections and roundtables.

### GENERAL:

- Coordinated mailings for THL and the NCL Journal.
- Setup online registration for RASS upcoming conference.
- Responded to several email and phone inquiries from members, etc.
- Worked with Treasurer to reconcile quarterly finances.

### SITE SELECTION:

- Met and worked with several venues in the NCLA office and onsite, for possible upcoming events. (Greensboro, High Point, Wilmington, Raleigh, Hickory, Winston-Salem)
- Joined in on 4 conference calls with conference site selection committee for conference years 2011 and 2013.

### LEADERSHIP INSTITUTE:

- Prepared Termination for Convenience letter for Transformational Library Partners.
- Re-negotiated contract with Caraway conference center.

### UNCONFERENCE PLANNING COMMITTEE:

- Joined 2 conference calls for planning.
- Worked with site selection process.