

**Northwest College Bookstore Association
Fall Board Meeting
November 15-16, 2004**

Attendance: Steve Wenger, Angie Zurcher, James Howard, Vicky Lamoreaux, Rachelle Ward, Georgia Benedict, Bill Semmler, Ueli Stadler, Jeni Luft, Barbara Racine, Jay Bachenberg, Cathy Scott, Eric Oleson, Laurie Bales, Jon Koehler, and Kristy Walker.

President Jon Koehler called the meeting to order at 12 noon at the DoubleTree Hotel in Spokane, WA.

The minutes of the previous meeting were approved as e-mailed.

President's Report – Jon Koehler

Jon asked that if anyone has the email that Cindy Beyer sent out concerning NACS and the issues that she was to address as the Trustee for the West, please forward it to him. Peg Godwin has taken over the position of Trustee for the West since Cindy has moved to Colorado. Peg is interested in following through with the process of answering the concerns presented to Cindy. The past presidents' lunch will be held on Wednesday of this week at Luigi's. Levi Delson, the new manager from Lewis-Clark State College will be attending the trade show on Wednesday, Jon asked everyone to welcome him. Jon has been working with Steve Wenger to formulate the committee to help stores through conflicts. Lara Mann, Steve Eckhart, and Kim Thomas have agreed to help. Jon will try to get representation from community colleges. It will be called the Store Support Committee and will be charged to offer assistance to stores who need help to set financial and operational goals that would ensure the success of the store. Steve will set a budget for the committee. In the short term they will be asked to contact Lewis-Clark State College and Blue Mountain CC to offer assistance. Jon will ask Rodger Boothman, as the chairman of the Bookstore Council to call Everett CC to offer assistance in the hiring process for their new manager. Angie discussed the NACS "Fit" program and suggested it as a support for this committee. Steve will contact the members of the committee to get them started.

President-Elect's Report – Steve Wenger

The budget was distributed. Cathy was asked to set up a separate line under the Mega-Regional in the 05-06 year to show the \$2,500 contribution separately from other expenses. Where to list the expenses of the committee members for the Mega was discussed. It was decided that the president-elect and the education committee chairmen should attend the NACS Leadership Meeting June 11-13, 2005. Jon read an e-mail message from a store that decided not to join NCBA because they did not think the association offerings warranted the cost of dues. A discussion followed to be sure that NCBA always strives to offer value to all size stores. Steve has been talking to the managers of the larger stores and will continue that effort.

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Past President's Report – Angie Zurcher

Angie announced that the new President-Elect is Ueli Stadler. She thanked Bill Semmler for running as well. She distributed the list of past presidents as compiled thus far, and asked everyone to review it for accuracy. She also shared the preliminary schedule for the 2005 fall meeting to be held at the Sheraton Hotel in Tacoma. The awards lunch recognition list was reviewed. Jon asked for thoughts on recognizing managers who leave the industry after several years of participation, but do not retire. As no one expressed an opinion the subject was dropped.

Buying Committee Report – Bill Semmler

The committee met on Sunday, Nov. 14, 2004. The bid awards will be announced on January 3, 2005. Ueli asked Bill to forward this information to him to be posted to the web site as well. Bill surveyed stores to find out why not more than 21 submitted numbers for the process. The major reason is due to participation in other buying groups. Jon asked Bill to form an ad-hoc committee to include a vendor and small store person who uses the bid to decide if the NCBA buying group is still viable. Approximately 10 stores fully participate. It was decided that Bill Semmler, Georgia Benedict, Jon Koehler and Gary Jones would conduct a thorough review and report back to the board in the spring. Bill will be holding a mini-nar on the buying group processes in Montana, as was done earlier in Washington and Oregon.

2005 General Meeting Report – Barbara Racine & Angie Zurcher

The meeting will be held on October 24-28, 2005 at the Tacoma Sheraton Hotel. The trade show will be on Wednesday in the Tacoma Pavilion (formerly called the Bicentennial Pavilion). The theme will be: A Touch of Glass, in honor of the Chahuli influence in downtown Tacoma. Information will be available for member in the NCBA booth.

Education Committee Report – Vicky Lamoreaux

The schedule for this fall meeting was distributed and discussed.

2006 General Meeting Report – Jon Koehler & Laurie Bales

This will be the year for the second Mega Regional Meeting in Reno. Bob Anderson, the paid employee of CACS will be paid for handling certain functions for the Mega. Part of his salary will be paid from the Mega budget if a job description can be agreed upon. Steve Wenger and Laurie Bales will continue on the Mega management committee, with James Howard becoming involved when educational sessions need to be planned. The split of the profits from the meeting will be according to the number of stores from each association attending, not the number of members.

It was decided to hold the spring board meeting at the Kennedy School House in Portland on April 21-22, 2005. Jeff Ward will check on the facility.

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2007 General Meeting Report – Janet Kehn

Janet is working with a meetings planning company for the site selection process. She reviewed her progress. She will attempt to have a contract for the spring board meeting.

The board recessed for 15 minutes.

2004 General Meeting Report – Eric Oleson

Eric reviewed the hand out for the meeting, which includes attendees and schedule. It was decided that if a vendor arrives without pre-registering they should be charged \$135 for a booth and \$150 for dues. There are 3 tables available for walk-ins. The two “free drink” tickets for the president’s reception are for water, sodas, beer, or wine. If someone wants a mixed drink there will be a nominal fee. The board wrap up meeting will be held at 4:30pm in room 1502 on Thursday.

2008 General Meeting Report – Bill Semmler

Bill has a proposal from the Coeur d’ Alene Resort for October 21-24, 2008. The meeting spaces are free with the scheduling of meals for the event. Hotel rooms range from \$109-169/night. The board asked Bill to follow through and sign the contract. Bill volunteered to act as the chairman for that meeting.

New Business

It appears that there is no opening night event at Camex this year, besides a trade show preview, which makes it difficult for NCBA to find a time for an association reception. It was decided to try to organize something informal for Monday night.

The meeting was adjourned at 5:00pm, and reconvened at 9:00am on Tuesday, November 16th.

Marketing Committee Report – Ueli Stadler

List Serve – Everything is working smoothly.

Newsletter – The next issue will come out mid-December. Submissions should be sent to Ueli and Kathy Barnhart the week of November 22nd. There has only been one complaint about ads in the newsletter. Currently the ads have been going to store members, but not vendors. It was decided to send them out to everyone. The inclusion of the minutes was seen as a good thing for the membership.

Membership – Since there is no distinction for new vendor members, it was decided that if a company’s membership lapses for a few years and then they join again it would be handled as any other paying member. The lease store membership issue was discussed with the reminder that there is nothing in either the Constitution or By-Laws that would prohibit a lease store from joining NCBA. Jon will bring this up at the business meeting.

Website – The website as discussed is complete. There are still some minor things that will happen shortly, but the major design ideas have been incorporated. Event

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registration is ready for testing and will be available for on-line payments for the mini-nars. Membership forms are available on the main page, and electronic dues payment will be available soon. Committee chairs should send Ueli a list of their committee members for posting to the site. Pictures of the officers will be posted soon. Suggestions were made for additional information: history of NCBA and store systems. Ueli will give instruction for maneuvering around the site during the first session of the trade show on Wednesday for anyone interested. Ueli will send vendors email notices to encourage them to look at and use the site to their advantage. The site was used by 51 of the 60 store who voted during the recent election of officers. Jon will announce at the business meeting that in the future electronic balloting will be the method of voting, unless a store does not have access. If there is someone in that situation they should contact Steve Wenger.

Marketing – As decided at the previous meeting, Ueli looked into designing two logos for members to use. This is somewhat more complicated than originally thought. He will post the “proud member of NCBA” logo on the web site when complete. It was decided that the “NCBA Program” logo should be under the control of the president and would not be posted.

Directory – Even though all the information is now on the web site, it was decided the printed format is still needed by some. To save money it will be printed full page, three hole punched and unbound. In the future there will be a box to check on the membership renewal form to indicate if a hard copy is desired.

Marketing Succession – Ueli will handle the next newsletter and directory. He suggests splitting the responsibilities, as it takes a great deal of time and may not be possible to find one person willing to give that much time. It was decided to change the name of the committee to Membership & Web Services to include web master, newsletter, directory, data maintenance, membership and list serve. Jon will bring this up at the business meeting. It was suggested that an NCBA business card be produced, rather than a tri-fold brochure. This could be given to prospective new vendor and store members. Angie will get a proof copy and send it to the board for approval.

Secretary/Treasurer’s Report – Cathy Scott

The current expense reports were distributed, along with membership lists for the last 3 years. There are now 86 store members, and a couple more checks expected soon. There are also 96 current vendor members. Bill Semmler brought up a concern that 3 companies that won bids were not as yet paid members. Jon will contact each of them. Six scholarships were awarded for this meeting. It was decided that a refund would be sent to Montana State Univ – Great Falls as they should receive free registration as a new member. A total of \$3,225 in sponsorship money was donated by vendors.

Associate Representatives’ Report – Jay Bachenberg

There are 79 booths sold for the trade show, and 3 available for walk-ins. Registration for vendors at the trade show will open at 6:45am. Jon will make announcements for the

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vendors at 9:30am. It was suggested that board members volunteer to stand in for “single person” booths if the vendor needs a break.

New Business (continued)

The structure for the general meetings committee should be one where future chairs become the committee for the current meeting. This would allow experience before becoming the chairman. It was decided to include the education chairman and the associate reps. for scheduling purposes. It was also decided that the committee should meet for a half day before the summer board meeting to do a facility walk through and decide on the details of schedules and specific responsibilities. On line archives can be created by sending Ueli checklists of committee responsibilities.

Any problems within committees should be directed to the President.

Laurie Bales spoke to Peggy Falgien about the opening night of CAMEX and it seems to be changing. Jon will call Amy Vance at NACS to find out specifics. NACS is also interested in meeting attendance trends from the regional associations.

The meeting was adjourned at 11:30am.

Respectfully submitted,
Kristy Walker
Recording Secretary