

**Northwest College Bookstore Association
Mega Regional – Fall Business Meeting
November 4, 2003**

President Angela Zurcher called the meeting to order at 4:00pm at the PepperMill Hotel in Reno, Nevada. The minutes of the previous meeting were approved as published.

NCBA Mega Regional sweatshirts were displayed and are selling for \$25 each, with the money going to the NCBA scholarship fund.

President's Report – Angie Zurcher

Angie introduced Steve Wenger the new President-Elect. She also thanked Gary Jones for his work on the Mega Regional committee and as immediate past president. She expressed her thanks to the entire association for the opportunity to serve as the president this past year. The president's reception will be held from 7pm-10pm on Thursday, Nov. 6th in Angie's suite.

President-Elect's Report – Jon Koehler

Jon thanked all the members present for attending the Mega Regional meeting. Almost all of the budgeted scholarship money was used for this meeting, with 7 scholarships being issued. The recently adopted guidelines for scholarships allow for up to \$500 per award to include travel, room and registration. The budget for this year was adopted at the spring meeting, with a year to date summary of fiscal year 2003-2004 and a proposed 2004-2005 budget being distributed to those present. Jon stressed the importance of networking to maintain the strength of the association.

Past President's Report – Gary Jones

Attendance at this Mega Regional meeting includes 53 NCBA stores, which as a percentage of members, is the strongest of all the associations participating. The number of stores participating is almost double last year's attendance at the fall meeting. It was stressed that those attending the banquet on Wednesday should arrive early as currently 650 tickets have been sold and it will be very crowded.

President Angie thanked Gary Jones, Laurie Bales, and Debbie Bruce for all their hard work in planning this meeting.

Marketing Committee Report – Ueli Stadler

Thank yous went to Max Hartman for his work on the website, Kathy Barnhart for the newsletter and Kristy Walker as the recording secretary. Membership thus far this year is down 8 store members and about 30 for vendors. Each is being contacted and encouraged to renew. The vendor drop could be due to the fact that in order to attend this meeting vendors had to belong to only one of the 4 associations participating.

The NCBA website is currently being moved to Reed College. Ueli is looking for a permanent site that would allow for meeting registration and electronic balloting. It is now legal to ballot electronically in Washington where NCBA is incorporated. When

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NCBA starts using electronic balloting a paper ballot will also be offered an alternate option.

Ueli asked that any concerns or questions about the NCBA list serve be directed to him.

Buying Committee Report – Mary Henley

The committee met last week at Pacific Lutheran Univ. for product evaluation. The bid awards will be mailed in mid December. Committee members, Bill Semmler, Rachelle Ward, Patty Osborn and Gary Jones, were thanked. Mary asked if anyone was interested in joining the committee that they either contact her or Bill Semmler. There were 17 stores who responded to the request for purchase estimates. It was suggested that those who do not submit estimates at least return the sheet with a reason why they are not submitting so the committee knows whether there is a problem. Next year the bid-estimate sheets will go out at the end of April and will be due mid May. This schedule will help avoid scheduling conflicts. This year 38 vendors responded to the process. Any suggestions for new products or products to be deleted should be directed to Bill Semmler.

Education Committee – Janet Kehn

Janet thanked all those who participated in the min-nar sessions last summer. Though the numbers were down from previous years the sessions went smoothly. Janet encouraged managers to send their staff members even if they personally are not interested in the topics. The low cost and local offerings are to make it easier for non-management staff to attend. There was some concern expressed with the summer schedule conflicting with vacations. The late April – early May time frame was suggested. Any suggestions for topics for next year should be forwarded to the new chairman Vicky Lamoreaux. Jeni Luft will be the chair in 2004-2005 and James Howard will chair the 2005-2006 committee.

Secretary/Treasurer's Report – Cathy Scott

All financial records are now on Quick Books in an accrual method for accounting. Financial statements were distributed. The auditor, with no areas of concern found, reviewed the financial records. NCBA contributed \$1,000 to the NACS Foundation this past year. Cathy mentioned a couple of title corrections that should be made to the report.

Mega Regional Committee Report – Laurie Bales

Laurie thanked everyone in attendance, noting that NCBA has a reputation for enthusiasm. Laurie encouraged everyone to thank the vendor sponsors for their generous contributions. Without those sponsorships the caliber of the meeting would be negatively impacted. The meeting schedule was reviewed. Evaluation forms for the meeting will be

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sent to attendees after the meeting in order to plan for the possibility of repeating this event. Debbie Bruce, also on the planning committee, thanked everyone for helping when asked by the committee, and expressed the hope that everyone had a good time.

General Meeting 2004 Committee Report – Eric Oleson

The meeting in November 2004 will be held at the Spokane DoubleTree Hotel and Convention Center. The convention center is just 52 steps from the hotel, making the sessions and trade show very convenient. Promotional materials about the site are available. Eric asked for volunteers to help at the meeting.

The 2005 meeting will be chaired by Sue Williams and held at the Tacoma Sheraton Hotel. The 2006 meeting may be another mega regional, if not the meeting will be held in the Portland area.

Associate Representative's Report – Jay Bachenberg

There are 225 booths with 500 vendor members for the trade show on Thursday. There will be drawings available and everyone should participate.

Old Business

Information concerning the proposed by-law changes will be mailed to member stores. (See attachment)

New Business

A discussion was held on the issue of vendors being allowed to hold elected office within NCBA. There were opinions expressed on both sides of the issue. Angie encouraged continued discussion.

Plaques and service bars were presented to officers, committee chairs and members.

New managers and first time participants were introduced and greeted.

A drawing for a free registration to the fall 2004 meeting was held with Liz Hale from Bellingham Technical College winning the prize.

Carol Laske from Walla Walla CC announced her retirement next year and thanked the members for their support.

The meeting was adjourned at 5:15pm

Respectfully submitted,
Kristy Walker
Recording Secretary

