

**Northwest College Bookstore Association  
Spring Board Meeting  
April 22-23, 2004**

Attendance: Ueli Stadler, Janet Kehn, Georgia Benedict, Bill Semmler, Jay Bachenberg, Steve Wenger, Angie Zurcher, Jon Koehler, Vicky Lamoreaux, Cathy Scott, Eric Oleson, and Kristy Walker. Absent: Sue Williams.

President Jon Koehler called the meeting to order at 12 noon at the Best Western Hotel in Ellensburg, WA.

The minutes were approved as e-mailed

**President's Report – Jon Koehler**

Jon thanked Steve Wenger for arranging for the hotel and meeting. Jon spent two days in eastern Washington and Idaho visiting stores to talk about NCBA. He visited Spokane Falls CC, Washington State University, Lewis-Clark College, and Eastern Washington University. He has also been talking to the Montana stores about offering a mini-nar on the bid buying process; there are currently sessions planned at Mt. Angel on April 26, 2004 and at PLU on April 28<sup>th</sup>. The question of whether to offer this program every year was discussed; with the consensus to offer it as often as there is enough demand. There will be a report in the newsletter on how the sessions went. Jon expressed his pleasure that almost all of the scholarship money in last year's budget was awarded.

**President Elect's Report – Steve Wenger**

Steve has also been visiting various college stores lately: Western Washington University, University of Washington, Eastern Washington Univ., and Wash. State Univ. He is also working on the 2006 budget with Jon.

**Past President's Report – Angie Zurcher**

Angie is trying to get the list of volunteers who sign up at the Mega Regional, and will forward them to committee chairmen when she does. She confirmed, through Cynthia D'Angelo at NACS, that the New Orleans CAMEX dates are Feb. 27-Mar. 3, 2005, with the educational sessions on Sunday and Monday and the trade show on Tuesday – Thursday. There was some concern voiced about that schedule. Angie needs lists of committee members from each chairman and the names of any retirees by summer, for the awards presentation in November. Several names were suggested for the position of president-elect. Angie will contact each person suggested with an attempt to get the ballot out by August 1, 2004.

New board members, Janet Kehn and Georgia Benedict will receive their packets in the mail from Cathy Scott after the meeting.

**Buying Committee Report – Bill Semmler**

The newest member of the committee is May Jolly from Clark College. Bid sheets went out March 31, 2004 and are due back May 24, 2004. Product evaluation will take place

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just prior to the fall meeting rather than after as in the past. The plan is to set up Sunday night then work before and after the board meeting on Monday. The board felt it would be beneficial to know from the participating vendors how many stores are actually using the bid awards for purchases. Bill will contact three vendors who participated this year to see how feasible it would be to get that kind of data. There is also the question of how a vendor decides which bid process (e.g. NCBA or ICBA) is credited with the purchase, and how much of the p.o. when the bid amount to each group was the same and a store belongs to both associations. Bill will bring his findings to the summer board meeting.

**Education Committee Report – Vicky Lamoreaux**

The mini-nars begin next week. There is still some difficulty finding good dates due to the schedules of quarter vs. semester schools. The possibility of offering alternate schedules for the same sessions the following year to accommodate each schedule was suggested. Vicky will begin calling stores next week to boost attendance for the sessions in May. Dave Holcomb has volunteered to lead a session at the fall meeting on the “state of textbooks”. The board discussed offering the session in a panel format to possibly include Chuck Morrow, Stephen Hochheiser and a student. Fraud Resource Group contacted Vicky about presenting a session of identity theft. Vicky will check other sources for similar sessions to include store security issues. Vicky also had a list from NACS on sessions that they could offer the regional associations. Managing inventory levels was a topic of interest for the board members. ICBA offers a list of educational sessions as well. A bonus session on Tuesday before the fall meeting starts was discussed. Vicky will contact ICBA about the possibility of having two full day sessions Thursday– one on clothing and one on supplies to run concurrently for the smaller stores. Suggestions for the author breakfast were: Patty Duke, Mary Daheim (Alpine mysteries) and the President of Whitworth College.

**2004 General Meeting Committee Report – Eric Oleson**

The preliminary schedule was reviewed and the location of the president’s reception was discussed. Eric will check on the logistics of having the reception in the convention center by the banquet room. The board discussed the idea of a theme: A Fair To Remember, along with possible entertainment for the banquet night.

**2005 General Meeting Committee Report – Jon Koehler for Sue Williams**

The meeting is set for October 25-27, 2005 in Tacoma. If the remodeled Bicentennial Pavilion is not complete the new convention center will be used for the trade show. The Sheraton Hotel will accommodate the other sessions.

It was decided that from now on the general meetings chairmen and education chairmen for 3 years out should be attending the board meetings.

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**2006 General Meeting Committee Report – Janet Kehn**

The meeting will be held in Portland unless it is decided to have a Mega Regional that year, in which case Portland will be the site for the 2007 meeting.

***It was moved, seconded and passed that the general meetings and education chairmen have rooms and registration fees waived for the meetings where they are in charge.***

If the hotel does not offer the rooms as complimentary, the expense will be charged to the general meeting budget.

**Old Business**

A gift to be presented to Douglas Carlsen for his service on the NACS board was discussed.

***It was moved, seconded and passed to purchase a \$100 American Express gift check for Douglas.***

Janet Kehn and Steve Wenger will be attending the NACS Leadership Conference on June 26-28, 2004.

The two NCBA banners made at Pierce College were shown. One is a heavy-duty vinyl for use outdoors and the other is a lighter weight vinyl for indoor use.

The meeting adjourned for the evening at 5:00pm. The meeting reconvened at 8:30am Friday, April 23, 2004.

**Marketing Committee Report – Ueli Stadler**

List Serve – The topic of how to make the list serve useful for vendors was discussed. Rather than allow advertising, it was decided to offer e-mail addresses to vendors who want them.

Ueli will set up an NCBA Board list through Yahoo Group for e-mails specifically to the board that will include the chairmen for next year.

It was suggested that an e-mail notice go to the vendor representatives when the vendor packets are mailed for the fall meeting to let them know who the associate reps to the board are, in case anyone has questions about the trade show. Ueli will put together an Excel file for that purpose.

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Membership Directory – The directories were recently mailed. This year they were printed on the Reed College campus, for a savings of \$300. Any changes should be sent to Ueli to be published on the list serve. There are currently 87 store members and 93 vendor members. A discussion was held on the issue of pro-rating dues for vendors after the fall meeting. This would require a By-Law change. No decision was made. It was suggested that there be a non-member fee for stores attending the fall meeting that would be \$150 more than the member rate. It was decided not to charge the extra fee. Ueli is maintaining a volunteer database; he should be notified of any new volunteers.

Newsletter – Currently three issues are being published: early May, early August and after the fall meeting in November. The next issue will come out the week of May 10<sup>th</sup>. All information for that issue should be to Kathy Barnhart by May 5th. Electronic submissions are preferable. Reports from the mini-nars sessions and buying group training sessions are encouraged.

Web Site – The site is not currently as up to date as it should be. Ueli is researching ways to change the hosting of the site to include areas that could be password protected for read only information and areas where individuals could keep their own information up to date. Electronic registration for meetings and electronic balloting are also considerations. By using two databases in the voting process privacy can be assured. Steve Wenger will check with the Attorney General's representative for Central Washington University to find out the Washington laws on electronic balloting, since NCBA is incorporated in Washington. Ueli presented the board with an information sheet on his research on site hosting. He recommends a Unix rather than Windows based site because it would be less expensive and more flexible. Development costs would be approximately \$5,000 (by a Reed College programmer) and the monthly maintenance fee would be approximately \$60-70. Ueli will get a specific quote and e-mail the board, with the hope of having the site ready for use for the fall meeting.

### **Secretary/Treasurer's Report – Cathy Scott**

A financial packet was distributed that included a current revenue and expense summary, the approved by-law changes with ballot counts for each change, a list of paid members, and a count of registered mini-nar attendees per site. The revenue and expense report was reviewed. It was decided that if expenditures occur that are over budget they will simply be shown as such with an explanation for the excess expenses. The funds distribution is: checking account \$91,037.72 and money market account \$31,336.33 for a total of \$122,374.05. It was decided to move \$30,000 to a CD and \$50,000 into the money market account from the checking account.

Upgrading the NCBA laptops was discussed. The marketing committee has one and the buying committee has the other. It was decided to upgrade when the specific need calls for it.

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A discussion on the merits of contributing to CSREF was held.

***It was moved, seconded and passed to make an annual contribution to CSREF of \$1,000 since it is beneficial to NCBA members.***

Doug Collier, CPA, the firm that reviews the NCBA financial records annually, told Cathy that the association could earn as much money as it wants and retain the non-profit status as long as it is meeting the stated mission. Cathy will ask this firm to review the books again this year.

The balloting for the by-law changes passed. There were 51 ballots received, with 50 yeas and one nay vote.

The mileage reimbursement rate for NCBA, which follows the state of Washington rate, is 37.5 cents per mile as of January 1, 2004.

**Associate Representatives' Report – Jay Bachenberg**

Jay will be working with Georgia and Eric on the fall meeting. Richards Pen is buying WESCOSA.

**Old Business Continued**

The previously discussed NCBA brochure for marketing purposes will cost between \$750-1,000 for 500 copies. Angie will revisit the costs and proceed to have something ready to help promote the fall meeting. Jay provided a list of schools who aren't currently members. It was decided not to market to private high school on the list.

Jon will be reviewing the book received about the 2003 Mega Regional meeting. An exploratory meeting to consider a 2006 Mega meeting will be held June 10, 2004. Laurie Bales and Jon Koehler will attend. The California association is forming a task force to consider the idea, the other three associations have already voiced interest. Mark Palamore will be the general chairman.

***It was moved, seconded and passed to move forward with the exploration of a 2006 Mega Regional Meeting.***

Jon will e-mail Mark Palamore that NCBA is interested.

Jay Bachenberg will be off the board after the fall meeting. Suggestions for book representatives were made. Jon will contact those discussed.

The summer board meeting will be held at the Spokane DoubleTree Hotel on July 15-16, 2004.

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The question of whether NCBA has an obligation to speak for the members when there are objections to practices of NACS. There is some concern that NACS is not fully representing the community colleges and smaller stores lately. Jon will call NACS President Peggy Falgien to ask about having representatives from NACS speak at a round table type session at the fall meeting.

NCBA “archives” are growing with collections of materials being housed by most chairmen. It was decided to keep the most recent four years of committee material and toss the rest.

The meeting was adjourned at 11:30am.

Respectfully submitted,  
Kristy Walker  
Recording Secretary