

**Northwest College Bookstore Association  
Fall Board Meeting  
October 25, 2010**

Attendance: Don Beckman, Patty McCray-Roberts, Gary Jones, Bryce Winkleman, Barbara Racine, Dede Clements, Joanna Hunt, Ueli Stadler, Debbie Bruce, Rachel Avery, Kim Heying, Laurie Bales, and Kristy Walker. Both Cathy Scott and Jeff Ward arrived later.

President, Don Beckman, called the meeting to order at 12:25pm, and thank everyone for attending; a special thank you went to Barbara Racine for all her hard work on this meeting. Barbara made announcements concerning the meeting. Don asked Debbie Bruce to create an action list as the meeting progresses.

The minutes of the previous meeting were approved.

**President's Report – Don Beckman**

Don thanked Ueli Stadler, Barbara Racine and Laurie Bales for their orientation and support in his Presidency.

**Past President's Report – Laurie Bales**

Laurie expressed her mixed feelings in leaving the board, but was enthusiastic about those coming onto the board and the direction the association is taking. She has a list of retirees compiled.

**President-Elect's Report – Debbie Bruce**

Debbie was looking forward to serving as President again and working with the board members. She has accepted a position on the Mega committee, which will begin reviewing properties at the end of November.

**Treasurer's Report – Don Beckman for Cathy Scott**

Current membership stands at 100 stores (includes 18 California stores) and 99 associates. There has been \$9,650 in sponsorships pledged for the fall meeting.

**Education Committee Report – Patty McCray-Roberts**

Patty expressed her excitement about the offerings for the fall meeting and thanked Joanna for all her assistance. An agenda matrix was distributed that showed each session along with all the details involved for each of those sessions. She is finalizing a committee timeline that will include all associated costs for the meeting. This report format will be passed on to the next committee chairman for the committee's use; all templates will be posted on the web site. Logistics for the meeting were discussed.

**Membership Services Committee Report – Bryce Winkleman**

A list of all the college and universities is being compiled with the type of bookstore serving each campus. Bryce has found approximately 12 store members in this region that are part of NACS but not NCBA. He is still working to find more data. The membership brochure will be put on hold until the buying committee change is finalized. The newsletter schedule was discussed; Bryce will talk to Caren Courtright to ensure the schedule is solidified.

**Membership Services Administrator Report – Ueli Stadler**

Ueli will be loading new membership and meeting information on the web site. The MTL is ready, and a webinar will be prepared for winter or early spring. The website is PCI compliant; however, storage is an issue Ueli will work on after the fall meeting. It was suggested he talk to NACS about the possibility of a vendor who might assist. The website was shown to provide access to board archives and the perpetual calendar. The templates, forms, and committee calendars will be a project Ueli will begin soon. He is also

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working to make survey results available for the general membership to view, as well as making the entire site easier to navigate and should be finished by spring.

**2010 Meeting Committee Report – Barbara Racine**

Board members were asked to sign up to be at the NCBA table during the trade show for the first 15 minutes of each hour to award the drawing prizes. Nebraska Book Company was thanked for the opening night reception and the schedule was reviewed.

**2011 Meeting Committee Report – Dede Clements**

A contract has been signed with the Jantzen Beach Red Lion for the proposed dates: October 24-27, 2011. Dede enjoyed the opportunity to attend the NACS Leadership Conference.

**2012 Mega Committee Report – Debbie Bruce**

Site visits will begin at the end of November. The associations confirmed to participate are: NCBA, CACS, Mountain States, and the Rocky Mountain Association.

**Associate Representatives' Report – Rachel Avery & Kim Heying**

The large stores in the association were encouraged to send employees to the meeting, yet some expressed the concern that the value to their employees wasn't enough. It was suggested that non-management personnel from the larger stores be recruited to help on committees, and that direct contact be made next year to say their attendance at the meeting was missed and encourage them to come back. The suggestion was made to have the new President send a notice to all members with a review of the meeting, encouragement to mark their calendars for next year's meeting and solicit educational session ideas for the committee to begin early to plan. There are 74 booths spaces for trade show and 73 have been filled. Sponsorship recognition will be posted in the booths. All board members were encouraged to visit each booth and thank vendors for their participation. The new associate representative will be announced prior to the trade show, a volunteer is needed.

**Old Business**

Scholarships awarded for this fall meeting: Esther Jansen and Sam Long from Peninsula College, Janet Kehn from Lewis & Clark College, and LaDonna Blagg from Eastern Oregon University.

Don and Cathy are working to get an audit of the financial records contracted.

Don will follow up with Cathy to send a check to the NACS Foundation for the NCBA contribution.

Bryce will register for the NACS Leadership Conference.

**New Business**

Debbie Bruce will find a committee chairman for the 2013 meeting to be held in the Spokane area. The NCBA strategic plan is on the web site, Debbie will review for planning purposes.

Future board meetings were scheduled: April 25-29, 2011, July 21-22, 2011, and October 24-25, 2011.

Joanna Hunt will take over as the chairman of the education committee. Babette Babich will continue on the committee, Kristen Connelly will not. The committee needs two more members. Suggestions included Bruce Lundy and Gina Murray from the Univ of Oregon and Carrie \_\_\_\_\_ from Portland State University.

Debbie Bruce presented and revised the 2011 budget. Her goal was to reduce the deficit to \$4,725.

It was moved, seconded and passed to accept the amended budget Debbie presented.

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The meeting temporarily adjourned at 5:40pm. The meeting reconvened at 8:20am Oct. 26, 2010.

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

A separate line item will be added to the financial statements for the web master fees. There is a problem with new vendors registering on the web site, some do not pay for dues and it has to be collected later. After discussion it was decided to list two show fee options: one for members and one for non-members that would include the dues fee built in, making them a member when the registration is paid. Early registration will be set for Sept. 15<sup>th</sup> for a \$25 reduced rate, and a late fee added in the amount of \$50 starting on Monday the week before the trade show. Interest on the money market account is well below budget; Cathy will investigate CD rates and report to the board on the listserve, with the thought of investing up to \$75,000.

Gary Jones explained the current federal proposal of filing 1099 forms for any individual or company that the bookstore pays more than \$600 to in any year. The board decided to support the NACS position of trying to kill the proposal.

Gary Jones and Jeni Luft have worked to prepare a proposal for the board on revising the "Products & Services Committee" formerly the Buying Committee. The proposal is:

1. Collaborate with vendors to create an electronic buying catalog
2. Enhance vendor relations
3. Contact new associate and store members to explain the committee purpose as well as what the membership committee would provide
4. Assist with the fall meeting
5. Collect "what's hot" ideas and testimonials on vendors who have been particularly helpful

Gary and Jeni will work with Ueli on the catalog and function as an ad-hoc committee until the by-law changes have been approved. It was decided to retain the name: Products & Services Committee.

The By-Law changes, as submitted ahead of time, will be presented at the business meeting without the option to make any changes at that time. This method was the interpretation of the intent of the current document.

The business meeting agenda will be on-screen at the meeting, no paper copies provided.

A volunteer solicitation form is on the website. Joanna is working to re-create the form to encourage more specific areas of interest.

Bryce was recognized for his effort to market NCBA for increased membership.

Not many are submitting lists to the MTL yet; Ueli suggested opening the service to stores outside of NCBA. Debbie will disseminate the action item list, with the strategic plan on the list for continued attention to its guidelines.

Don thanked Laurie and Barb again for their continued support, as well as the rest of the board members.

The meeting was adjourned at 10:30am.

Respectfully submitted,

Kristy Walker  
Recording Secretary