

**Northwest College Bookstore Association  
Spring 2002 Board Meeting  
April 23, 2002**

Attendance: Dave Taylor, Angie Zurcher, Phil Frey, Ueli Stadler, John Wonder, Debbie Bruce, Gary Jones, and Kristy Walker. Absent: Katie Neiman and John Leberman.

President Gary Jones called the meeting to order at 1:10pm at the Lynnwood Embassy Suites. The minutes of the fall board meeting were approved as corrected.

**President's Report – Gary Jones**

The Mega Regional meeting is scheduled for November 3-6, 2003 in Reno, Nevada. The committee, including Gary Jones, Debbie Bruce and Laurie Bales from NCBA, agreed to a short two page legal document outlining the liabilities and responsibilities of each association. The California association unilaterally had their attorney create a 22 page document and proceeded to bill each association for \$1,100. CACS has agreed to pay the total expense of that document, as the agreement was something much less expensive and less detailed. The overall plans are moving forward quickly and relatively smoothly. The committee is meeting on site twice a year and handles the balance of the work through e-mail and conference calls. The current budget proposal allows each association to net approximately \$18-22,000 (see attached), though it is expected that the actual will be more in the range of \$10-15,000 when all plans are finalized. This amount is in the range of the NCBA norm for a fall meeting. Each association will hold its own business meeting and President's reception, while all educational sessions will be a joint effort.

The Leadership Conference offered by NACS will be held June 22-24, 2002 in Oberlin, Ohio. Gary will talk to committee chairman for future meetings to ascertain possible attendees. Laurie Bales the meetings chair for 2003 has already been involved and would not necessarily need the training. Eric Oleson is the chair for 2004, and Kathy Scott will be asked to serve in that capacity for 2005. Both will be approached about the conference. It was decided that the general meetings committee should consist of the chairman, an assistant chair who would become the chair the following year and possibly persons from a "host" school. The meetings in 2004 were changed from the Spokane area to the Seattle/Tacoma area.

**Secretary/Treasurer's Report – John Wonder**

Formal report attached. As of April 22, 2002 revenue to date was \$81,539.89, total expenses were \$63,205.66, leaving a total balance in all accounts at \$60,151.34. The majority of expenses from the spring meeting have not yet been expensed.

It was decided that the winners of the "invoice rebate" awards should be listed in the newsletter that comes out immediately after the fall meeting. This would serve as a reminder to the winners that they need to send a copy of their invoice to the Treasurer prior to May 1<sup>st</sup> in order to be reimbursed. An e-mail message from the Secretary/Treasurer should also be sent to the individual stores who won.

John paid \$200.99 for a copy of Quick Books Pro for the association's bookkeeping. He is setting up a chart of accounts and asked for suggestions. This program will serve many purposes, especially historical documentation to use in budget planning. John will have a student in his store load the last two years' data into the system. A copy of the program will be loaded on the laptop Ueli brings to the meetings, and the Secretary/Treasurer will bring an up to date data disk to be loaded prior to each meeting. This will facilitate easy access to information should questions arise.

**Past President's Report – Debbie Bruce**

A solicitation for information of retiring managers will be placed on the list serve. Bob Cross, General Manager of the University Bookstore is retiring in June 2002, and will be honored at the fall meeting next November. A photo montage will appear in newsletter and on the NCBA web site.

Nominations for President Elect and Secretary/Treasurer are being sought. A ballot will be mailed by June 1, 2002. A new vendor rep from the book industry will need to be recruited by fall.

Debbie will contact Jostens about options for a past president's ring, lapel pin, etc. The question of whether NCBA should pay for the item in order to have more options was discussed. Debbie will bring information to the summer board meeting for further discussion.

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

The proposed budget for 2002-2003 was distributed and discussed (see attached).

It was moved and seconded to approve the budget as changed. Motion carried.

Angie presented an example of a software program that would allow electronic balloting. John Wonder will talk to Cynthia D'Angelo at NACS for approval to discuss the legal ramifications with NACS legal counsel Mark Fleischaker.

**Standing Committee Reports**

**Buying Committee – Dave Taylor**

E-mail has been used in many of the committee's functions in order to reduce printing and mailing costs. It seems to be as effective as mailing as in the past. Bid summary packets continue to be mailed until all the issues surrounding e-mailing or posting to the web site can be addressed. Dave recommends moving forward with that process as quickly as possible to save approximately \$800 in printing and mailing costs for that document.

It was suggested that the committee begin meeting simultaneously with the spring board meeting. The outgoing chair could meet with the board at the beginning, with the new chair joining the board after the committee meeting is complete. A specific timeline will be presented at the summer board meeting.

Dave recommended buying a 10 key pad and a scanner for the committee's use. Debbie Bruce offered to donate a scanner to the association.

Dave thanked Angie Zurcher for her participation and support of the committee.

A discussion of the situation where a vendor rep was a individual member, and a company he reps wins the bid, though the actual company is not a member. No decision on the issue was made.

Full report attached.

**Education Committee – Phil Frey**

Each committee member participates in the planning of the meetings by taking responsibility for a specific portion. The expense for the spring meeting will be very close to the budgeted amount.

Mini-nars (NCBA Thursdays) have been reduced from 3 to 2 offerings this year. The first is on merchandising, presented by Tracy DeCourcy from Follett Higher Education Group. The sessions will be held on April 30<sup>th</sup> at Gonzaga University in Spokane, on May 1<sup>st</sup> at Pacific Lutheran University in Tacoma, and on May 2<sup>nd</sup> at the University of Oregon in Eugene. Pre-registration at Gonzaga and Univ of Oregon is strong. Further promotion for the session at PLU will happen to boost attendance there.

The second offering will be held July 23, 2002 at Green River CC, July 24<sup>th</sup> at Portland CC, and July 25<sup>th</sup> at the Community Colleges of Spokane. The topic will be digital deliver and shipping and receiving.

Planning for the education sessions at the fall meeting will begin after the mini-nar plans for the July offering is complete. Suggestions should be forwarded to Phil.

Meeting adjourned temporarily at 5:45pm

Meeting reconvened April 24<sup>th</sup> at 8am.

**General Meetings Committee – Gary Jones**

The pre-registration for this spring meeting is 62 for Wednesday and 40 for Thursday. It is expected that some may register on site.

The next fall meeting is scheduled for November 19-21, 2002 at the Double Tree Hotel in Jantzen Beach. The spring 2003 meeting will be in the Portland area, possibly at the Embassy Suites near the airport. The fall 2003 meeting is in Reno.

**Marketing Committee – Ueli Stadler**

Many changes have been made to the web site to improve and bring it up to date and more are to come. The last three newsletters have been posted. Max Hartman, web master, is working on the possibility of posting a master textbook list for the association as well as how to post forms for submission right from the site. If access to a secured server can be obtained payment for meeting registrations could be accepted.

The issue of how much moderation of the list serve continues to be questioned. The majority of the board felt it is working fine now and should be continued as is for now. Ueli will discuss any questionable items with the President. Reed College has detected several viruses lately, primarily coming from schools using Group Wise software. Ueli monitors the list serve closely in order to avoid any viruses making their way into the process.

Even though the last three newsletters have been posted to the web site and future ones will be posted there with an e-mail notice going to the membership that it can be found there, hard copies will continue to be mailed. Membership renewal notices will be mailed in May, to include the question of whether the store still wants to receive a hard copy newsletter.

Associate membership is down slightly, though two new members just recently joined. Ueli monitors the NACS bulletin for new members from the northwest and contacts them about the benefits of membership in NCBA.

The plan is to mail the updated membership directory by the end of August, with any additions sent out periodically as needed.

The Wild Cat Bookstore in Kentucky requested membership in NCBA in order to participate in the buying group. According to the By Laws they do not qualify geographically for membership. This is a private store owned by National Textbook Company, who could join as an associate member. After much discussion, it was decided that if they company awarded a particular bid wanted to sell at NCBA pricing to National Textbook Company, that would be acceptable.

**Associate Representative Report – Kristy Walker**

At this time there is not much for the associate rep to be doing, though if any of the other officers or chairmen have need of assistance they should make that known.

**Ad Hoc Committee Report**

**Constitution & By Law Revision – John Wonder**

The proposed revisions were approved by 73%. The finalized form will be posted to the web site. A notice will be put in the newsletter and on the list serve.

All board members were asked to review their job description and bring revisions to the summer board meeting for discussion. John has agreed to prepare the board book based on those revised job descriptions.

### **Old Business**

#### **Mega Regional – Gary Jones & Debbie Bruce**

The proposed budget was discussed. There will be four bonus sessions offered on Monday before the meeting actually begins. Monday can also be used for any user group meetings that desire time. Tuesday morning will host the first general session with break-out sessions in the afternoon. Wednesday morning there will be more break-out sessions and a second general session in the afternoon. An author breakfast is being planned for Thursday morning with the vendor show following from 10am-4pm. Each association is gathering names for possible presenters.

Promotion of the event is happening within the individual associations at the fall meetings. There is a flier in the NCBA spring meeting packets as well.

There are 17 states involved, with the Western Canadian Association showing some interest in attending.

#### **Spring Meetings – Ueli Stadler**

The viability of the spring meeting continues to be in question. “Arm twisting” is almost always necessary in order to get enough attendees to make it worthwhile to hold a meeting in the spring. For the amount of planning and financial resources that go into a meeting it seems a shame to have to coerce people to attend.

There are many more opportunities to network than in the past, with Context, ICBA, NACS, and individual vendor shows to name a few. It was suggested that the board propose eliminating the spring meeting and place more emphasis on the mini-nars which can be less expensive for store personnel to attend. After a major discussion it was decided to notify the membership at the business meeting of the intent to modify the By Laws to allow for “at least one” general meeting of the association, rather than the currently specified two.

### **New Business**

#### **Freight Program – Gary Jones**

AES Logistics approached Gary offering a freight program for NCBA. Gary checked some pricing against the current program and found that some savings was possible. It was felt that in deference to the continuing support of Cindy Siriani and her company, the board would notify AES Logistics, NACS and Siriani & Assoc. to make presentations at the summer board meeting. This would allow for companies offering discount programs to bring their best offering to the table, and for the board to consider all the various aspects of such programs, rather than simply price.

#### **Summer Board Meeting**

The meeting will be held on July 17-18, 2002 in the Tacoma area. Gary will contact the Silver Cloud Inn for room rates and vacancies.

The meeting was adjourned at 11:15am.

Respectfully submitted,  
Kristy Walker  
Recording Secretary

