

**Northwest College Bookstore Association  
Summer Board Meeting  
July 28-29, 2010**

Attendance: Patty McCray-Roberts, Debbie Bruce, Don Beckman, Kim Heying, Barbara Racine, Ueli Stadler, Gary Jones, Caren Courtright, Joanna Hunt, Rachael Avery, Jeff Ward, and Kristi Dopp.

President Don Beckman called the meeting to order at 12:10 p.m. at the Hotel Murano in Tacoma, Washington. He thanked Barbara for arranging the meeting. He asked Debbie Bruce to create and maintain an action list for use after the meeting.

The minutes from the previous meeting were discussed, amended and approved.

**Presidential Suite Reports**

**President — Don Beckman**

Don provided a recap of his preliminary report to the board. Of particular concern to Don, and the rest of the board, is our current association membership, and recruiting new members. [Don's full report, along with other preliminary reports, follows the minutes.]

**Past President — Laurie Bales**

Laurie was unable to attend the meeting.

**President Elect — Debbie Bruce**

Debbie has been working with the Education Committee finalizing the Fall Meeting agenda. She also has been preparing a proposed budget, and has concerns about the association continuing to operate at a financial loss. Jeff asked if NCBA had some kind of membership benefits brochure that he could distribute to the stores he visits, and the group discussed creating such a brochure. There was a short discussion regarding the need for a comprehensive list of college stores in our membership area, so that we can determine who is not a member and recruit accordingly.

**Treasurer's Report—Cathy Scott**

Cathy was unable to attend the meeting.

**Education Chair Report — Patty McCray-Roberts**

Patty reviewed the tentative agenda for the fall meeting. She has added to the agenda a NACS presentation of the College Store of 2015; she will request a grant from NACS for this presentation. She informed the group that PartnerShip will sponsor the opening general session, and that there is no presenter fee for Cable Green.

The mininars originally scheduled for the summer will be moved to another date.

Patty has been working on succession planning documents, and she shared them with the group. These documents will help the board with project and meeting management, and

will be housed (both archived versions and as templates for future use) on the NCBA website. Everyone thanked Patty for her work on this project.

**Membership Services Committee Chair Report — Bryce Winkelman**

Bryce was unable to attend the meeting. Don noted an agenda item in this area for the fall Board Meeting: marketing brainstorming. Caren reported on the ideal NCBA newsletter schedule: a newsletter following every board meeting, with the target months of August (before the Fall Meeting, to drum up interest and attendance) November (to provide a recap of the Fall Meeting), and March (or some other time in the spring).

**Membership Services Administrator Report — Ueli Stadler**

Ueli showed the NCBA Fall Meeting website to the group. He stated that he plans to improve the site design shortly, particularly in the areas of organization and navigation. He also mentioned the perpetual calendar project, noting that he is building the structure for this and other “archive” information, but that the content will come from the board.

The meeting broke at this point for a tour of the Hotel Murano meeting facilities and reconvened at 3:15.

**Meeting Chair 2011 Report — Don Beckman (for Dede Clements)**

Dede was unable to attend the meeting. Don reported that the Portland venue for the Summer 2011 Board Meeting has been booked.

**Associate Representatives Report — Jeff Ward, Kim Heying**

Jeff was welcomed and thanked for his willingness to complete the remainder of Corey Weber’s board term. There was some discussion regarding the roles and responsibilities of the Associate Representatives; Ueli remarked that vendor reps and vendors should actively market the fall meeting to the stores they visit.

**Meeting Chair 2010 Report — Barbara Racine**

Barb informed the group that registration for the fall meeting is “live.” Volunteers will run registration at the meeting. NACS donated 2 budget Camex registrations. Barb, Kristi, and Debbie Olson will meet in August to finalize responsibilities. It was agreed that the committee will create and send a postcard (1 per member store) to advertise the meeting. The board will have a recap meeting after the Fall meeting concludes.

**NACS Leadership Conference Attendees’ Report — Joanna Hunt (Dede Clements absent)**

Joanna reported on her experience at the NACS leadership conference in June. One of her “take-aways” was that NCBA should streamline how the utilization and management

of volunteers. It is also ideal to ask volunteers the manner in which members would like to volunteer, as well as what they hope to achieve from the volunteer experience.

### **Old Business**

Board liability insurance has been acquired.

Don remarked that the FY 2009 audit is pending.

### **New Business**

Bryce was named as the NCBA representative on the Mega 2012 committee.

Don announced (on behalf of Laurie) the upcoming NACS Foundation program: the College Store of 2015 Investment Grant Program. It will encourage stores to do something proactive for the future. The Foundation will be awarding one \$1000 grant to a store, in each regional association, who applies and wins the grant. The object is to collect "case studies" of a variety of stores to do something tangible without a lot of expense.

Patty has been nominated—and she has agreed—to run for President of NCBA this year. Cathy Scott has been nominated as Treasurer, and has also agreed to run.

Bryce Winkelman was recommended as a candidate to attend the 2011 NACS Leadership Conference. Another will be selected once committee assignments are solidified at the fall board meeting.

The NCBA laptop needs to be replaced. There was a motion to allow up to \$900 for the purchase of a new computer; the motion carried.

Don noted that Barbara was nominated for NACS Trustee-at-Large, and requested that letters of support be submitted on her behalf.

Gary Jones mentioned the pending legislation regarding 1099 forms that is tucked into the current health care reform; he will forward the pertinent info to the listserve.

The meeting was adjourned at 5:10 p.m. and reconvened at 8:00 a.m. on July 29.

### **Special Order of Business — the future of the Buying Committee**

There was a lengthy discussion of the member survey undertaken earlier this year, as well as the previous duties of the Buying Committee and how needs have changed for our membership. Following the discussion there was a motion to change the name and scope of the Buying Committee to the Products and Services Committee, which shall promote collaboration and partnership between Associate and Store Members. The motion passed. The President then redirected the ad hoc committee to develop goals for the new committee. Therefore, the bylaws will need to be revised to reflect this change.

The board then reviewed the constitution and bylaws in full as a group, and made recommendations for changes in other areas: creating an affiliate membership category; altering the Associate Representative membership composition; and several other minor changes. There was a motion to adopt a board resolution of support of the changes discussed and approved; the motion passed. A petition to change the constitution and bylaws must be signed by 10% of voting member stores. Then, a vote will need to be taken. The President will present the changes to the membership at the Fall Business Meeting.

There was a lengthy discussion on Debbie's proposed budget, including a series of recommended changes to the draft. The board will review the budget again at the fall Board Meeting, then Debbie will present the budget at the Business Meeting.

The meeting was adjourned at 12:10 p.m.

Respectfully Submitted,

Kristi Dopp  
Recording Secretary