

**Northwest College Bookstore Association
Summer Board Meeting
July 21-22, 2005**

Attendance: Angela Zurcher, Laurie Bales, Jeni Luft, Barbara Racine, Jon Koehler, Steve Wenger, Georgia Benedict, Bill Semmler, and Kristy Walker. Absent: Ueli Stadler, Cathy Scott, James Howard, Rachelle Ward, Mill Shires, and Jeff Ward.

President Steve Wenger called the meeting to order at 12:15pm at the Tacoma Sheraton Hotel.

The minutes of the previous meeting were approved as e-mailed.

Buying Committee Report –

Rachelle Ward, committee chairman had a family emergency and could not attend. Jon will call Rachelle about when the committee is scheduled to meet.

Buying Group Ad hoc Committee – Bill Semmler

Bill met with the Montana group about the buying group process, and was well received. Family matters have delayed the survey process. Bill will talk to Rachelle about including the survey with the bid package. The store survey was reviewed for recommended changes. It was suggested to post the survey on the web site. Jon will talk to Rachelle about a mini-nar session for new members and/or refresher for current members on the group buying process. Georgia has a piece on inventory turns and will put it out on the list serve and post it to the web site. The results of the survey will be discussed at the fall board meeting.

Education Committee – Jeni Luft

A hand out was distributed on the speakers and topics for the fall meeting. NCBA will purchase books by John Valliant, the speaker at the author breakfast, for distribution at that session. Jeni will offer to have NCBA pay the room tab for the fall meeting for Triina Turula and Mickey Lane, as speakers, as that offer has already been extended to Sadjia from ICBA. Jeni will make the signs for the educational sessions, while Angie and Barb will handle the signs for the balance of the schedule. The drawing for the free registration for the Mega Regional meeting will be held at the end of Tom Shay's session, Thursday October 26th at 4pm. The mini-nar sessions went well with enrollment being at least 10 attendees. It was suggested that the round table format be continued in order to meet the needs of the attendees. Georgia volunteered to lead a mini-nar sessions in the Spring 2006 on selling to college departments. PLU sponsored a Sequoia user group meeting for two days followed by a one day NACS Financial Seminar, lead by Steve Pearce from the University of Alabama. The morning session on retail accounting was well received. The afternoon offering was considered too much information based on very large store situations for the time allotted. Additionally, the handouts did not match the overhead materials. Angie talked to the NACS coordinator about the problems. Steve offered to host a similar NACS session next year at Central Washington University.

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2005 General Meeting Committee – Angie Zurcher & Barb Racine

At the fall meeting a Tuesday evening a walking tour of the University Bookstore-Tacoma has been planned from 5-6pm. The Nebraska Book Company reception will follow from 6-7:30pm. A meeting was held earlier this week with the hotel coordinator to finalize details. A list of area restaurants and information about using the downtown light rail system along with a city brochure provided by the hotel will be available for attendees. The schedule and registration packet information was reviewed. The president's reception will be held on Wednesday before the banquet. A discussion on possible entertainment for the reception was held, music will be provided. The financial assistance program details were discussed. Jon and Steve will call stores to encourage bringing more than one person and using the financial assistance available for that purpose. Steve will write a newsletter article encouraging succession planning and using the fall meeting attendance in that plan.

Paper registration packets will be mailed to vendors, while the GES tradeshow booth information will be available on line. The CCR exam will be offered on Monday at 7:30am prior to the meeting, an email message will be sent to the membership about this opportunity. The board meeting will begin at 12:30pm that day. A casino night will be held on Wednesday after the banquet. Extra casino money will be given out by vendors at the trade show to people who write orders. It was decided to give away two free registrations to the Mega meeting, one at the business meeting and one at the end of the educational sessions.

Associate Representative's Report – Georgia Benedict

The following suggestions were made regarding the trade show: different colored badges for store vs vendor attendees, have the vendor evaluation forms picked up after an announcement to that effect near the end of the show, explain in the packet what a "full registration" includes, all packets should go to the corporate office and the local reps (Georgia will ask Erik at Reed College for a vendor email group so show information can be sent directly to the reps), have a vendor meeting just before the show opens to hand out the sponsor ribbons and explain drawing forms, and board members are encouraged to introduce themselves to vendors while walking the show and to offer to booth sit if a solo rep needs a break. Vendors should be informed how they can use the "Proud Member of NCBA" logo. Steve will talk to Ueli about making that logo available on the web site and advertise the use to vendors.

Secretary/Treasurer's Report – Barb Racine for Cathy Scott

A revenue and expense summary and a transaction detail report were distributed. The total account balance stands at \$107,693.46, with \$24,657.80 in checking and \$83,035.66 in the money market account.

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2006 Mega Meeting Committee – Laurie Bales

The last planning meeting was held July 11-12 in Reno. The committee consists of two members from each participating association, two vendor reps, and Laurie is the general chairman. The committee wants to wait until this year's fall meetings are over before starting to promote the Mega meeting, in order not to detract from those meetings (ad pamphlets will be available for attendees at these meetings). Contracts have been signed with the Reno Hilton Hotel for November 5-9, 2006. The room rates are set at \$79/night. GES will handle the trade show. A kick off reception will be held at the NACS annual meeting in Houston. There will be 250 booths available at the trade show, the committee believes it will be a sell out. Vendor packets will be sent to companies who have participated previously, for first shot at the available booths. The education committee will strive for all new faces and programs. User group meetings will be offered to vendors and the CCR exam will be offered. A photographer is being sought to create a streaming video of various functions. The schedule was reviewed. There will be a sign up sheet at the NCBA booth at this fall's trade show to solicit volunteers. The next planning meeting will be held Dec. 5-6, 2005.

The meeting coordinator from the Tacoma Sheraton Hotel gave a facility tour and answered questions for the board. The trade show will have high-speed wireless internet access. It was decided to have NCBA pay \$150 for 10 connections. There are wireless cards and bridges available from the Sheraton.

President-Elect's Report – Steve Wenger for Ueli Stadler

The budget proposal was distributed and reviewed. Suggestions were made for changes in various categories, see attached. A discussion on insurance was tabled until tomorrow.

President's Report – Steve Wenger

There needs to be a change to the introduction to the Constitution and By-Laws, as well as Section 6, Article 3 of the Constitution to reflect the change in the name of the Marketing Committee. The new name is Membership & Web Service Committee. Article 5 Section 1 needs to have List Serve Moderator and Database Manager added to the list of board members. These changes will need to be placed on the agenda for the fall business meeting.

The meeting adjourned at 5:50pm July 21st, and reconvened at 8:25am July 22nd.

The 2007 meeting will be held at the Holiday Inn near the Portland airport. Contracts have been signed for October 22-24, 2007. The room rates will be \$74 plus taxes. There will be free parking, free airport shuttle and large areas for meetings and events.

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Past President's Report – Jon Koehler

Barbara Racine has agreed to be on the ballot for President-elect, the second nominee has not yet been confirmed. The plan is to send the ballot by email mid August. An email message will be sent to confirm which committee members need award bars and who is retiring. Anyone having blank bars on their plaque should send them to Jon. It was discussed whether to offer financial assistance for someone planning to retire within a year. It was decided to take it on a case-by-case basis. It was decided to distinguish between retirees who have been involved in the working of NCBA with a clock and others who have not getting a plaque.

Ad-hoc Store Support Committee – John Koehler

Dave Holcomb, Lara Mann, Steve Eckrich and Jon met to discuss issues of the committee. The first concern is whether it is necessary to have insurance as a consulting service. The question of whether this is meant to be a service “peer to peer” or a consulting service was discussed. Legal issues are the primary concern at this time. The board decided that a “peer to peer” support and education in financial areas is needed.

The need for association insurance was discussed. Steve will set up a conference call between Jon, Ueli, Mark Fleishacker and himself to discuss the issues. Specific questions will be sent to Mark before the call. It was suggested that Jon check with the Southwestern and Rocky Mountain Associations to see if they have legal counsel and/or insurance, and whether they offer “store support” services. Jon will report his findings at the fall board meeting, and will call Steve Eckrich about the approach the board suggests. Steve will contact James Howard as the new education chairman, to let him know that some sort of financial sessions should be planned for the Mega meeting. Angie will put a list of the POS providers' contacts into the stores' packets for the fall meeting in order for the stores to be able to complete the NACS financial survey using their systems.

Membership & Web Services Committee Report – Steve Wenger for Mill Shires

Mill was unable to attend. The next newsletter is on hold for now. Steve will ask Mill if he has software to us to create the letter.

2008 General Meeting Committee Report – Bill Semmler

Everything is moving along smoothly.

Old Business

The creation of a past presidents list is nearly complete. Denis Snyder and Douglas Carlsen will be asked to review and offer any additions.

Better World Books will be applying for membership. Ueli worked with them at his last buy back to fund the promotion for dead books (\$1 for dead hardbacks and 50 cents for

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dead paperbacks). They paid for the books and made pre-paid mailing labels available for shipping. They are not associated with half.com or eBay. They do try to sell their books and send the rest to third world countries. All moneys go to charitable causes such as Room to Read.

NACS has made available 200 minutes of free conference call service through an affiliated company called Roll Call.

Parking will be an option for the fall meeting, and passes will be sent to those who pay. Angie will try out the light rail system and put that information in the cover letter.

New Business

It was suggested that Peg Godwin, as the NACS Trustee for the West, be invited to the board meetings. It was decided to invite her to the first day at the fall meeting. Steve will invite Debbie Harvey, as the NACS President, to attend the fall meeting with a note that the registration fee will be complimentary.

The board meeting schedule was discussed and it was decided to meet in the spring at the site where the next fall meeting is to be held and prior to the fall meeting. In order to accept a proposed budget as stipulated in the By Laws, a summer conference call will be used. Steve will bring the issue up again at the fall board meeting.

It was decided to cut off access to the web site for vendors who have failed to pay their dues by October 1st each year. Steve will ask Cathy to re-send the dues renewal notice since the first email message had no subject line and some people may have simply deleted it.

It was suggested that there be an ad hoc committee to deal with textbook challenges. It was decided that this is an education committee issue, just as the financial issue.

It was suggested that specific direction be placed in the job description for the education committee as to content for the annual offerings. Steve will call James about this concern.

Steve thanked everyone for attending.

The meeting adjourned at 11:00am.

Respectfully submitted,
Kristy Walker
Recording Secretary