

**Northwest College Bookstore Association
Spring Board Meeting
April 21-22, 2005**

Attendance: Steve Wenger, Janet Kehn, Cathy Scott, Jeni Luft, James Howard, Georgia Benedict, Bill Semmler, Barbara Racine, Laurie Bales, Patty Osborne, Jeff Ward, Laura Anderson, Angie Zurcher, Rachel Ward, Ueli Stadler, and Kristy Walker. Absent: Andy Dunn and Jon Koehler.

President Steve Wenger called the meeting to order at 12 noon at the McMenamins Kennedy School in Portland, OR. Steve talked a bit about the facility and lunch was served.

The minutes of the previous meeting were approved as corrected.

President-Elect's Report – Ueli Stadler

Ueli contacted National College of Naturopathic Medicine in Portland. He spoke to Kathy Williams, the manager about membership in NCBA. He will prepare a budget proposal for the summer board meeting, and will serve on the education and general meetings committees.

Membership & Web Services Committee Report – Ueli Stadler

The directory, though not yet complete, will be out soon. There have been some problems with the change in technology and a lack of time to complete. Membership information is available on the web site, and it was suggested that an e-mail go out asking members to go onto the site to verify current data for their organization. Mill Shires from Cardinal Bookstores is talking to his boss about the possibility of chairing the Membership and Web Services Committee. Mary Keleman from Shoreline CC has agreed to handle membership database maintenance, Bill Currey from Reed College is willing to develop the hard copy directory and moderate the list serve. Cathy Scott, as Secretary/Treasurer will send out the membership renewal forms. The president-elect should handle contacting potential store members, while potential vendor members should check the website, or call Cathy Scott for application forms. Ueli is continuing with website maintenance, but is looking for a web master by the fall meeting. The website is essentially finished as originally planned. Anything that the board wants to highlight can be placed on the home page, let Ueli know. It was suggested that an educational session be planned for the fall meeting on using the web site. It was decided to send out the fall meeting packets without the registration form, and direct members to register on the web site.

The next newsletter will come out in May, with the article deadline set for April 29th. Mill Shires will take over (if approved) after that newsletter comes out. There are currently 8 vendor adds for the May letter. To reduce logistical hassles all inserts will go out with all hard copy letters, rather than taking them out of the vendor copy.

NCBA Fall Board Meeting

Page Two

Current membership is 89 stores and 100 vendors. The logos requested are now available for use. One says Proud Member of NCBA and is available for general use from the web site. The second is Endorsed Program of NCBA and can only be used after approval by the president. After discussing the possible uses for the endorsed program logo, it was decided that vendors of bid awards could use it.

Ueli, Steve and Cathy will draft job description changes that need to be made due to changes in the duties of the membership & web services committee. Steve will review the Constitution and By Laws for possible changes needed and present his findings at the summer board meeting.

Past President's Report – Jon Koehler (by phone)

Nominations for President-Elect are being solicited, without results so far.

Education Committee Report – Jeni Luft and James Howard

John Vaillant has verbally confirmed his interest in being the featured author for the author breakfast at the fall meeting. His book Golden Spruce is scheduled for a May release. Tom Shay is scheduled for educational sessions, Triina Turula has offered to speak on freight issues, and other possibilities were discussed. Mini-nar registration is picking up, with most sessions around 10-15 registrants. In addition to the previously scheduled session, PLU Bookstore will be hosting a Sequoia user group meeting in June followed by a one day NACS educational session on inventory management and retail accounting.

Buying Committee Report – Rachel Ward

The committee consisting of Rachel, Patty McKee-Roberts, Patty Osborne and May Jolly will meet mid-July to begin their work.

Ad-hoc Committee on Buying Group – Bill Semmler

The committee recommends: Conduct a thorough review of the buying committee procedures and guidelines. Conduct a survey of stores and vendors, afterward evaluate the results and if appropriate, recommend to the board that the association adopt the "New England" model where estimates are not required and all vendor within a similar range are "approved". Communicate any changes to the membership using the list serve and web site. Prepare a new draft Excel spreadsheet reflecting any changes and forward to the current buying committee chair for use in the 2007 buying year. Communicate all new information to stores and vendors using the newsletter. Discussion on the "New England" or inclusive model vs. the award model was held. Suggested changes to the surveys were made. Survey results will be presented at the summer board meeting.

Associate Representatives Report – Georgia Benedict & Jeff Ward

No report aside for meeting information that will be discussed in that report.

NCBA Spring Board Meeting

Page Three

President's Report – Steve Wenger

Flowers were sent to Doug Fontanini as a get-well wish and to Marci Herrin along with a \$250 donation to MDA Camp Fund in memory of her son. The NACS Leadership Conference will be held June 11-13, 2005; Ueli and James will attend. Better World Books wants to join NCBA. They collect and sell old editions and send the money to Africa after administrative costs. A lengthy discussion ensued concerning the nature of the company and whether they meet the vendor criteria for membership. Ueli will look into the company further and send information to the board via the board list serve. Steve will contact Mark Fleischaker, NACS legal counsel, to determine how precise membership guidelines should be defined. CMDR is asking for names of stores to solicit participation in their study. Steve will put the information on the list serve so stores can contact them if they are interested. Jon Wonder is retiring in June, if anyone knows of others they should let Jon Koehler know. Steve will ask Jon Wonder if he is interested in helping with registration at the fall meeting and comp his room and registration. Ueli now has the old NCBA newsletters and will find out how much it would cost to post them on the web site.

The meeting adjourned at 5pm. The meeting reconvened at 8:15am April 22nd.

Steve Eckrich has agreed to chair the ad-hoc committee on bookstore advocacy, and is asking for specific directions. Suggestions were: financial template, bookstore contacts for textbook help, merchandising help, and store renovation help. Ueli will put together a profile sheet to be included with the membership renewal form to ask stores to identify areas of expertise and such criteria as 2yr/4yr school, sales range, dorm/commuter, public/private, POS system, student employees, etc. He will also talk to the web developer to determine about changes to the site to accommodate this data.

Secretary/Treasurer's Report – Cathy Scott

The new mileage rate is 40.5 cents/mile. Financial statements were distributed and discussed. On recommendation from the auditor Cathy has cancelled her association credit card. It was decided that the upcoming meetings' chair should receive a card just after the summer board meeting in order to secure venues when necessary.

2005 General Meeting Report – Barbara Racine & Angie Zurcher

In a recent meeting with the Tacoma Sheraton sales director room block guarantees were changed to reflect the new meeting format. Parking at the Sheraton will be \$6/day for guests and \$12/day for commuters. Rooms are reserved for user group meetings on Monday and Friday. GES will handle the trade show again, with set up available to vendors the night before the show. Guest rooms are \$105/night. The daily schedule was reviewed and educational needs discussed. It was suggested to try to schedule the NACS Fit program into the meeting.

NCBA Spring Board Meeting

Page Four

2006 Mega Meeting Report – Laurie Bales

Planning is in full swing, with the committee having met twice to date. Laurie will act as the overall chair for the committee, with each association sending two representatives who will act as liaison with regional committees. Bob Anderson from CACS will be the meeting manager and has a specific job description. His regular salary from CACS will be partially paid from the meeting fund. A contract has been signed with the Reno Hilton, which is close to the airport. Room rates will be \$79/night. The hotel has a conference center on a separate floor from the casino area; the trade show and meeting rooms will be in that facility. The schedule begins on November 5, 2006 with bonus sessions and board meetings. The first general session will be on Monday, November 6, 2006. A preliminary flier is being distributed at various conferences and meetings. People interested in helping with decorations should contact Laurie. The next scheduled meeting is July 11-12, 2005, Laurie and Steve will attend. The final budget will be resolved at that meeting. Each association has been asking to provide one person to help at the registration tables full time, Debbie Bruce has volunteered to serve for NCBA. The NCBA board will meet Sunday, Nov. 5th at 11am-6pm. The regional receptions will be held Monday night.

2007 General Meeting Report – Janet Kehn

Janet worked with Helms Brisco to send out the original RFP to hotels, with only one responding. She then sent out a second RFP and got four more interested hotels. She decided not to continue using Helms Brisco. All five hotels have been visited and their offering reviewed, a comparison sheet was distributed. The current president and committee members should review any contract before signing. It was decided to pursue the Holiday Inn by the Portland airport for the week of October 22, 2007.

2008 General Meeting Report – Bill Semmler

A contract has been signed with the Coeur d' Alene Resort Hotel for the week of October 19, 2008. Room rates will be \$109, \$159, and \$179. The meeting and trade show space is free. The same weekly schedule will be used as established last year, with the trade show on Wednesday. Tuesday evening will feature a cruise on the lake.

Old Business

The NCBA reception at CAMEX was very successful, with good food and very well attended. The general meeting committee is now comprised of the future chairs. The board will tour the fall meeting facilities at each summer board meeting. This year the tour will be just prior to dinner. Angie asked about finalizing the list of past presidents. The list as it now stands is being sent to Denis Snyder and Douglas Carlsen for their input. When complete, the list will be posted to the web site and listed in the meeting minutes. Georgia talked about a quick vendor meeting prior to the trade show for the president to thank the attendees and hand out the sponsor ribbons. Angie will order name badge ribbons for 2005 and 2006.

NCBA Spring Board Meeting
Page Five

New Business

Cathy talked about information on a conference call service that is available through a contract with NACS, she will email specifics to the board. Cathy was approached at CAMEX by an attorney about a possible class action suit against publishers for “no value” bundles. He requested that she put out an email to the association asking for specific examples from stores. She will send an email to store managers alerting them to the situation and they can respond if they want. Cathy discussed Jon Koehler’s email about Barnes and Noble making a bid for leasing all the Washington community college stores. Her boss, who was unaware of any such plan, thought it would be wise to ensure stores communicate to their campus communities about how they support the college efforts. The South Western Association has a program for financially supporting their store attendance at the Mega meeting. Steve suggested the board discuss ways to encourage attendance since the financial return to each association is based on its member attendance. Ideas will be discussed at the summer board meeting.

Steve thanked everyone for their work and support of the association.

The meeting was adjourned at 12 noon.

Respectfully submitted,
Kristy Walker
Recording Secretary