



**Board of Directors NACAS West Board Meeting
Thursday, February 2, 2006
9:00 am MDT 10:00 pm PDT - via teleconference**

Board Members:

Greg Larsen	Frank Mumford
Marti Gray	Sam Wheeler
Julie North	Louise Chamberlin
Mike Ellis	Sandra MacSorley
Minutes taken by Paul Storey	

1. Call to Order
Marti Gray and Greg Larsen were not in attendance.
President Louise Chamberlin called the meeting to order at 10:05 am MST, 9:05 am PST.
2. Approval Minutes of Previous Meeting
M/S/P (Wheeler/Mumford) to approve the November 11, 2005 Minutes.
3. Financial Report – Frank Mumford
Mumford presented the Statement of Financial Position. It was noted that the budget for 2005 included the use of a \$7,000 reserve to balance the budget; however, a \$600 surplus was generated during the 2005 year and no reserves were utilized. Mumford noted that the 2005 financial information had been reported to NACAS National.

NACAS - WEST
STATEMENT OF FINANCIAL POSITION
December 31, 2005

ASSETS		
CURRENT ASSETS		
Cash in Bank		
Cash in Bank - CPSUF	\$16,688	
Cash in CD	10,000	
Total Cash in Bank	526,688	
Interest Receivable	80	
Prepaid Expenses	5,331	
TOTAL ASSETS	\$32,060	
LIABILITIES & NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	50	
Deferred Income	3,000	
TOTAL LIABILITIES	\$3,000	
NET ASSETS		
Current Year Operations	0	
Reserves - Undesignated	29,060	
Total Retained Earnings	29,060	
TOTAL NET ASSETS	\$29,060	
TOTAL LIABILITIES & NET ASSETS	\$32,060	

NACAS - WEST
RESERVE ANALYSIS

RESERVES at 12/31/04	\$28,460
Unbudgeted Utilization of Reserves	50
Budgeted Utilization of Reserves	0
Current Year Net Profit/(Loss)	600
RESERVES at 12/31/05	\$29,060

5. Area Director Reports

- a. Area I - Paul Storey
Storey reported that he had a telephone conversation follow-up with a conference first timer Mr. Richard Thompson, Central Oregon. Storey also called Red Bull (Energized Drinks) and thanked them for supporting at the National Conference and asked them to consider providing support as a business partner at the Regional Conference.
- b. Area II - Sandra MacSorley
MacSorley reported that she had talked to three colleges about membership in NACAS. MacSorley also said she would provide information to the board on Seeker Green products. They are marketing a biodegradable dinnerware product.
- c. Area III - Julie North
North reported that a brochure for the conference was being prepared to go to members and non-members.
- d. Area IV - Mike Ellis
No report provided.

6. National Director's Report – Marti Gray

Gray was absent from the meeting but provided the board with reports via email for the National Board of Directors meetings on November 11th and November 16th 2005. Chamberlin noted that Gray had highlighted the fact that NACAS National was reviewing a proposal from a marketing group to help with branding and marketing NACAS. It was noted that the cost is estimated to be approximately \$40,000. It has been suggested that each region may be asked to pick-up \$2,500 of the cost. More information will be available after the leadership conference in February.

7. Portland Conference 2006 Reports

a. Planning - Julie North

The proposed agenda was reviewed. It was noted that the Business Partner's lunch has not been scheduled. North asked for suggestions for the Business Partner's lunch. It was noted that the vendors expected a Business Partner's lunch. It was agreed that the Business Partner's luncheon would be on Thursday, June 1, 2006 at 11:30 a.m -1:00p.m. It was also agreed that the Business meeting should be scheduled for Friday, June 2, 2006 after lunch. The Business and Town Hall meetings will be held during the 1:30 p.m -3:30 p.m time frame. A report from NACAS National will also be done during this time by Dr. Bob Hassmiller and Lee Vasquez.

b. Registration Packet - Julie North

North noted that the deadline for having information on the conference to NACAS for placement into *College Services* journal is February 25th. All information related to the conference for on-line registration goes to Abby Sipe for emailing to membership. The deadline for mailing packets to non-members is March 1st. The handling and procedures for mailing packets to members in Canada was discussed. It was agreed that a "hold the date" email blast on the conference to West membership would be beneficial if it could be done by February 15th. It was recommended that if North had any questions about the mailings she should contact Bill Sheba.

c. Budget - Julie North

North discussed that the budget was still under review and that she was still working on the different line items. North, Chamberlin and Mumford agreed to review the budget and discuss the different line items and forward to board members.

Mumford reviewed proposed 2006 conference rate changes. **The proposed conference rate changes were approved as by the board.**

**NACAS West
Proposed Conference Rate Changes**

	<u>2005</u>	<u>Proposed</u>	<u>Change</u>	<u>% Change</u>	
Registration (approved by Board)	300	315	15	5.00%	
First-Timers	240	250	10	4.17%	A
Guests	135	150	15	11.11%	B
Friday Night Only	50	75	25	50.00%	C
One Day Registration	135	150	15	11.11%	
Non-Member Registration	350	375	25	7.14%	

A Approximate same % increase. \$240 was a 20% discount off of the regular member rate. \$250 of \$315 is about the same.

B Assumes guest eats Lunch on W, Th & F, Dinner on F, and joins on Sa morning. Food cost alone (total divided by 100) is \$145.82.

C Total cost of activity (cruise and food) divided by 100 = \$71.27.

Mumford discussed that much of the budget for the conference was based on the fact that sponsorships by Business Partners would be slightly higher than last years.

d. Business Partners – Julie North

Mumford provided a list of Business Partners that have participated as sponsors at the NACAS West Conference over the last few years. It was agreed that all board members would need to participate in getting Business Partners this year. Board members reviewed the list for assignments to contact. Based on the review an updated list of targeted business partners would be emailed to all board members showing assignments.

Mumford noted a new improved Business Partners packet would also be emailed to board members shortly to assist them in getting Business Partners to sponsor the conference.

North discussed that Green Tags would be available for sale at conference registration for attendees. North had provided the board via email a memorandum that explained the Green Tag program. It was agreed that this was an excellent way of showing support for sustainability.

Chamberlin asked about the timing for sending her Letter of Invitation to the 2006 West Conference first timers' region members that attended the national conference. It was agreed that the letter was well done and that February 15th was a good time.

8. Old Business – None

9. New Business – Louise Chamberlin

- a. Nominating Committee
 - i. President Elect
 - ii. Secretary/Treasurer
 - iii. Area I Director
 - iv. Area III Director

Chamberlin noted that it might be difficult for Greg Larsen to Chair the Nominating Committee this year. The Nominating Committee is made up by the Past President and someone from each region. Mumford was to check the by-laws and contact Larsen. If Larsen can not chair the committee he will contact Bill Dickerson and ask him to serving as the Nominating Committee Chair. It was noted that Dickerson has done a great job last year in the role. The current positions available are President Elect, Secretary/Treasurer, Area I Director and Area III Director.

b. Site for 2008 NACAS West Conference – Louise Chamberlin

Chamberlin noted that a young lady from the University of California at San Francisco has expressed interest in having the conference on her campus. Mumford is trying to make contact with her to see if the campus is still interested. It was agreed that this would be a great site. Mumford was asked to report back to Chamberlin and Wheeler.

c. Winter Board Meeting.

It was agreed that once a 2008 Conference site is decided that a board meeting should be scheduled in August or September at that location.

d. 2007 Host Committee –

- 1. President – Sam Wheeler
- 2. Past –President – Louise Chamberlin
- 3. Regional Director – Sandra MacSorley
- 4. Host Representative- Brenda Andreassen

The Host Committee for the 2007 Conference was discussed. Chamberlin stated that she called Brenda Andreassen to see if she had names of additional individuals to serve on the Host Committee. Our policy manual calls for specific board members to serve on this committee. Her concern is that she would like to for Wheeler to be on the Conference Program Committee and that being on the Host and Program Committee may be too much.

e. 2007 Program Committee – Louise Chamberline

- 1. Past –President – Louise Chamberlin

Bill Shiba, Bob Francisco, Mati Gray and Sam Wheeler were mention as great candidates for the Program Committee.

Chamberlin discussed having a behind the scenes session at the Edmonton Mall. The mall is noted for its size and excellence. Chamberlin suggested the board members review the malls web site and provide feedback.

9. The meeting was adjourned at 11:03 a.m. MDT, 10:03 a.m. PST Thursday, February 2, 2006

Next NACAS West Board Meeting

**Via Teleconference
Sometime in early March**