



NACAS WEST BOARD MEETING
Thursday, March 9, 2006
10:00 am MST 9:00 am PST
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

Sam Wheeler and Greg Larsen were not in attendance.

President Louise Chamberlin called the meeting to order at 10:10 am MST, 9:10 am PST.

2. Approval of Agenda

M/S/P (Gray/MacSorley) to approve agenda.

3. Approval Minutes of February 2, 2006

One correction was made on Page 3, Item 7(c) Proposed Conference Rate Change *Sa morning* was deleted from Line B as there will be no meals provided on Saturday Morning, June 3, 2006 as part of the conference.

M/S/P (Mumford/North)

4. Financial Report – Frank Mumford

Mumford noted that financial reports were emailed this morning to the board. As of January 31, 2006, there had not been many activities. The statement reflected assets of \$33,729 with \$19,688 in cash in the bank. There was one prepaid expense of \$4,000 related to the conference. There were no current liabilities, so everything is available in the reserve. The statement of Income and Expense through January 31, 2006 did reflect \$6,000 of Conference Sponsorship income. There was a small amount of conference expenses totaling \$1,331 with a profit at this time of \$4,669.

**NACAS - WEST
STATEMENT OF FINANCIAL POSITION
January 31, 2006**

ASSETS

CURRENT ASSETS

Cash in Bank		
Cash in Bank - Cal Poly Corporation	\$19,668	
Cash in CD	10,000	
Total Cash in Bank		\$29,668
Interest Receivable		60
Prepaid Expenses		4,000
TOTAL ASSETS		<u><u>\$33,729</u></u>

LIABILITIES & NET ASSETS

CURRENT LIABILITIES

Accounts Payable	\$0	
Deferred Income	0	
TOTAL LIABILITIES		<u><u>\$0</u></u>

NET ASSETS

Current Year Operations	4,669	
Reserves - Undesignated	29,060	
Total Retained Earnings		<u>33,729</u>
TOTAL NET ASSETS		<u><u>\$33,729</u></u>
TOTAL LIABILITIES & NET ASSETS		<u><u>\$33,729</u></u>

**NACAS - WEST
RESERVE ANALYSIS**

RESERVES at 12/31/05		\$29,060
Unbudgeted Utilization of Reserves	\$0	
Budgeted Utilization of Reserves	0	
Current Year Net Profit/(Loss)		<u>4,669</u>
RESERVES at 1/31/06		<u><u>\$33,729</u></u>

NACAS - WEST
STATEMENT OF INCOME AND EXPENSE
January 31, 2006

		ANNUAL BUDGET	2006 YTD	BUDGET VARIANCE
INCOME				
Registration Fees	620218	\$23,625	\$0	(\$23,625)
Membership Dues	620514	2,600	0	(2,600)
Interest Income	620303	400	0	(400)
Miscellaneous Income	620500	1,000	0	(1,000)
Sponsorship Income	620515	24,000	6,000	(18,000)
Total Income		51,625	6,000	(45,625)
EXPENSES				
Postage	821000	0	0	0
Bank Card Expense	838000	400	0	400
Meeting Expense	860018	10,600	0	10,600
Conference Expense	860028	30,000	1,331	28,669
Liability Insurance	831000	1,250	0	1,250
NACAS Ed Foundation Donation	860039	2,500	0	2,500
National Office Rent	821500	500	0	500
Gifts and Awards	860019	200	0	200
Scholarship Distribution	860036	1,000	0	1,000
Total Expense		46,450	1,331	45,119
NET PROFIT/(LOSS)		5,175	4,669	(506)
BUDGETED UTILIZATION OF RESERVES		0	0	0
UNBUDGETED UTILIZATION OF RESERVES		\$5,175	(\$4,669)	(\$506)

5. NACAS Leadership Report – Louise Chamberlin
 Chamberlin, Mumford, Gray and Wheeler attended the NACAS Leadership meeting in Charlottesville and spend time working on a NACAS West Management Plan and regional training. Chamberlin noted that she believes they came out of the meeting with a useful instrument. Copies of the plan will be distributed to the Board for review during our Portland Board meeting. The plan looked at the region’s “Strengths and Weaknesses” while providing direction and areas of improvement. The West was also represented at the Leadership Conference by both Lanny Stein and Bill Shiba who are serving on committees. Stein was there for the Strategic Planning Committee and Shiba was there as the Chair of Media Services Committee. Mumford commented that this was a good meeting and that it provided them with an understanding of what the other regions were doing.

6. National Director’s Report – Marti Gray
 Gray reported that National has an Ad Hoc Committee obtaining and reviewing bids from firms on doing branding for the Association. There is still no decision on how much each

region with need to contribute towards the cost of the firm. National announced a reorganization of their office to streamline and improve support through some reassignments to insure that the regions get more support. An organization chart is available for board members review if there interest. A Council on Committee chairs is a new process that National is using to know what committees are doing. This is based on the fact that National relies on committees to get so much done in the association. This will help us as region know how our committee members are performing on committees. Bill Sheba was very much involved in the development of this process.

7. Portland Conference 2006

a. Planning and Registration Packet – Julie North

There were some concerns raised about registration for the conference through the NACAS website. The updated website has reset all passwords. This is causing some confusion. It was agreed that Sipe should be contacted about the concerns and the need for an email blast on registrations through the site. North discussed that the Rose Festival would be going on in Portland during the Conference starting on Thursday. Julie had contacted them about our program and they have agreed to offer conference attendees an opportunity to purchased wrist bands for \$2.00 to attend the Rose Festival opening night event. Information about the Festival will be available in the attendee's gift bag. It was generally agreed that attendees could purchase wrist bands at registration with the green tags. North asked what would be needed by National to promote the association and the 2006 National Conference. Mumford commented that a table for information and space for a wall banner would be needed. North noted that a conference program and signage package for the conference will be done by Pictoform one of our sustainability partners. The deadline to have the program developed is the first of April.

b. Budget – Frank Mumford

Reviewed the budget including a listing of Business Partners that highlighted those that who had committed to sponsor and those that had actually paid their sponsorship to date. We have to date received \$8,760 and have an additional \$8,500 in commitments for a total of \$18,260.

c. Business Partners – all board members

An update was given by all board members on their efforts to contact business partners about sponsorships. Also reviewed were contacts that were to be made by other NACAS West members. It was stressed that it was extremely important to get sponsorships confirmed as we are dealing with a short time frame. Mumford noted that we should start getting registration data from Sipe in mid-March on those that have registered with ongoing updates.

North stated she had a request from a conference attendee who was a presenter for a reduction in conference fees. Gray stated we had provided some complementary hotel nights to presenters in the past. It was agreed that the conference would pay for one hotel night for this presenter. North was to notify the presenter.

8. Old Business - None

9. New Business

a. Nominations

Chamberlin, Mumford, Gray and Wheeler in Charlottesville discussed nominations. Chamberlin noted that she sent Sipe the list of positions that would be coming open and asked her to send an email blast to West members several weeks ago. Chamberlin would follow-up to see why the email had not gone out. It was noted that they had received some good nominations for the positions of President Elect and Area I but not for Area III. We are hoping to have some more nominations for Area III. The group of Chamberlin, Mumford, Gray and Wheeler have had to form as an ad hoc committee to handle nominations absence of a Nominations Committee. A motion was made to approve the Ad Hoc Committee as the Nominating Committee. **M/S/P (Storey/North)**

b. NACAS Regional Complimentary Registrations – Chamberlin

During the February leadership training at NACAS the regions began discussing how they could learn from each other by attending each others conferences. Central has agreed to provide to provide one free registration to each region at their conference.

Chamberlin presented a proposal that NACAS West provide three free registrations one to each region. The individuals would be determined by the appropriate regional board. The registration rate would be free, while the rest of the travel expenses would be covered by the individuals willing to pay the travel expenses. Mumford noted that the only true costs to NACAS West is the basically the food costs for the three regions individuals that attend. The cost would be much less than \$500. All agree that this was a good ideal. A motion was made that NACAS West provide three free conference registrations one to each region. **M/S/P (Storey/MacSorley)**

c. Possible change in By-Laws concerning nominations – Chamberlin

Chamberlin stated that she had discussed with Gray the possibility of changing the By-Laws related to nominations. The current By-Laws state that the Past-President is charged with setting up a Nominations Committee and select four individuals (one from each area) to serve on that committee. Gray discussed the concern that this committee does not involve the President or Vice President or anyone else on the board as part of that committee. The fact is that we ask

individuals to serve on the board who have not been involved in the boards current governing and diversity representation discussions and concerns. The current nomination structure may not be the best mechanisms for serving the NACAS West board and its membership. Mumford noted that many times newly elected NACAS West board members are asked to make recommendation for West representation on National positions and committee without any knowledge or understanding of the focus for national positions. Gray suggested that we have two existing board members on the Nominations Committee along with the Past President. It was recommended that a draft change to the By-Laws be considered at the next board meeting to add existing board members to the Nominating Committee. Mumford will work on a draft change for consideration to include the Past President, two existing NACAS West board members and two non board members as the Nominating Committee.

It was decided that nominations for representation to National positions would be done at the Board meeting prior to the start of the Regional Conference in Portland before the board changes membership.

It was agreed that we should consider changing our operation rules to consider we make nominations for the National Representative, the President (and/or) Vice President position to National. It should be part of our operating rules that it is done in the spring prior to the regional conference and West Board membership changes. A draft copy of this will also be presented board meeting for discussion.

d. Portland Board Meeting and regularly two week scheduled board meeting.

The Portland Board meeting is scheduled the morning of May 31st at 8:00 a.m. Board members are requested to come in the night before. It was agreed that over the next several months the Board should have a meeting on a two week schedule.

10. The meeting was adjourned at 10:57 a.m. MDT, 9:57 a.m. PST Thursday, March 9, 2006

**Next NACAS West Board Meeting
Thursday, March 23, 2006
10:00 am MST 9:00 am PST
via teleconference**