

**Board of Directors NACAS West Board Meeting**  
**Thursday, March 23, 2006**  
**9:00 am PST & 10:00 am MST - via teleconference**

Board Members:

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

1. Call to Order

Paul Storey and Greg Larsen were not in attendance. Guest Carol Martin, PSU  
 President Louise Chamberlin called the meeting to order at 10:05 am MST, 9:05 am PST.

2. Approval Agenda

**M/S/P (Wheeler/Gray)**

3. Approval of the Minutes from March 9, 2006

Postponed to next meeting

4. Portland Conference Planning – Julie North

a. Planning

- Logo – this needs to be in Vector format, preferably version 10 or later. All Business Partners will need to send a copy to Abby as well as to Julie and Carol. Pictoform is doing printing of all the signage.
- 50/50 Raffle for the Foundation. Will run through out the conference. Available at Registration and will do a final sweep on the Boat at the Gala. The draw to be on the Boat
- Wrist bands have been donated
- Business Card draw for next conference registration. – Hand in cards at the Business Meeting. Drawing will take place at the conclusion of the Business Meeting.
- Sponsorship Recognition – to be done at all functions. Will be done with signage and presentations.

b. Registration

- Total of twelve registered
- VIP registrations include Dr. Bob Hassmiller, Peter Fraser and Lee Vasquez
- Need to send registration blasts to Abby Sipe at National every two weeks. Look at making sure that a new message is included = possibility of promoting an early bird rate. Carol and Julie to look after.
- MacSorley mentioned that the Canadian fiscal year end is March 31, so the Canadians are waiting for April before sending registration.
- Portland Chamber of Commerce is excited and will be helping with the registration bags for information inside
- Looking for resources such as the Yellow Book on Sustainability and other publications for the Registration desk as references for people to look at
- Julie to let everyone know when the Shirts are to be worn
- First timer’s reception will be held 1 hour prior to the Wine and Cheese Reception in the Presidential Suite. All board members to attend. Board members to take care to ensure that the first timers are made to feel welcome and not left out.

- c. Budget – Frank Mumford
- Delete the Saturday AM meal - \$ 895.00

**NACAS West Annual Conference Budget**

Portland, Oregon

2006

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Business Partners			
American Campus Communities	1,000		(1,000) Frank
Aramark	2,500		(2,500) Frank
B & N College Booksellers, Inc.	1,000	1,000	0
Blackboard, Inc.	1,500		(1,500) Bill Dickerson
California Deli	500		(500) Tony Lynch
Cantel Sweeping (Garage cleaning)	1,000		(1,000) Julie
CBORD	1,000	1,000	
Chick-Fil-A	1,000	1,000	0 Frank
Coin Op (Laundry)	1,000		(1,000) Julie
Coinmach Corporation	1,000		(1,000) Louise
Compas Group (Chartwells)	1,500	2,000	500 Louise
Compass Group Canada	1,000		(1,000) Louise/Sandra
Diebold, Inc.	1,000		(1,000) Frank
Driver Alliant	2,000		(2,000) Frank
Fletcher Farr Ayote Architectural	1,000		(1,000) Julie
Flexcar	1,000		(1,000) Julie
Follett	1,000	0	(1,000) Frank
Gerding/Edlin Development Co.	3,000	3,000	0 Julie
Hoffman Construction	1,000	1,000	0 Julie
Krispy Kreme	500	0	(500) Tony Lynch
MBS Textbook Exchange	1,000		(1,000) Mike
Quiznos Subs	1,000		(1,000) Marti
Pacific Cascade Corp	1,000		(1,000) Julie
Pepsi-Cola	1,000		(1,000) Paul
Pictoform	1,000		(1,000) Julie
Portland Farmer's Market	1,000		(1,000) Julie
Portland Office of Sustainable Development	1,000		(1,000) Julie
Portland Streetcar	1,000		(1,000) Julie
Portland Visitors Association	1,000		(1,000) Julie
Premier	1,000		(1,000) Frank
ProAdCo	1,000		(1,000) Julie
Pura Vida Coffee	1,000		(1,000)
Skanska Construction	1,000		(1,000) Julie
Sodexo	3,000		(3,000) Julie
Starbucks Coffee	2,000		(2,000) Frank
Sterling Digital	1,000		(1,000) Louise
T2 System (Parking Software)	1,000		(1,000) Julie
Texas Book Company	2,000	2,000	0 Julie
Tri-Met	1,000		(1,000) Julie
Web Laundry Services	750	760	10 Louise
Wells Fargo Bank	2,500		(2,500) Julie
Total Business Partners	<u>50,750</u>	<u>11,760</u>	<u>(38,990)</u>



Thursday Continental Breakfast	895	0	(895)	
Thursday Lunch Buffet	1,695	0	(1,695)	
Friday Breakfast	1,350	0	(1,350)	
Friday Lunch Buffet	1,695	0	(1,695)	
Saturday Bagels, Juice & Coffee	895	0	(895)	
Total Meals	<u>10,374</u>	<u>0</u>	<u>(10,374)</u>	
 Music at Wine & Cheese Reception	 400	 0	 (400)	
 Portland Spirit				
Charter	3,500	<b>3,500</b>	0	
Plated Dinner	2,600	0	(2,600)	
Plated Desserts	500	0	(500)	
17% Gratuity (on food)	527	0	(527)	
Total Portland Spirit	<u>7,127</u>	<u>3,500</u>	<u>(3,627)</u>	
 Materials				
Shirts	160	<b>156</b>	(4)	
1000 Program Brochures	700	0	(700)	
Mailing	500	0	(500)	
Lapel Pins	800	<b>795</b>	(5)	
Postcards	295	<b>293</b>	(2)	
Signs	300	0	(300)	
Total Materials	<u>2,755</u>	<u>1,244</u>	<u>(1,511)</u>	
 <b>TOTAL EXPENSES</b>	 <u>27,096</u>	 <u>8,211</u>	 <u>(18,885)</u>	 <u>30,000</u>
 <b>NET INCOME (LOSS)</b>	 <u>46,084</u>	 <u>3,549</u>	 <u>(42,535)</u>	
 <b>TARGET INCOME</b>	 <u>12,500</u>			 <u>12,000</u>

d. Business Partners

- Reviewed Sponsor list – Added Coke and Higher One– Sam Wheeler to contact
- Julie to send Frank the in kind amount for sponsorship levels
- Need to get firm commitments and ask what we need to do to receive money – invoices or forms from package
- When a sponsor confirms – need to get logo information – see above

6. Nominations – Louise Chamberlin

Email blast for nominations has been sent out. Two have been received for Area III and were forwarded to nominating committee. We still have until April 1 for people to nominate someone else or themselves.

7. NACAS Regional Complimentary Registrations

We have received invitations from South and Central. To be confirmed who would be attending where.

8. Change in By- laws concerning nominations

Marti Gray worked on the amendments that would be required in the Constitution, Bylaws and Policy Manual. After discussion there was one change from the circulated information and that will now read:

“There shall be five members of the committee, composed of the Immediate Past President as Chair, the Current President, and the Vice President and two non-Board members each serving for one year. The President with the approval of the Board of Directors shall appoint the non-Board members. The Committee shall be constituted to ensure representation from each of the four areas. The Nominating Committee shall submit to the Board a slate of candidates at least 30 days prior to the Annual Conference. The Chair shall present to the membership for their consideration, the slate of candidates at the Annual Conference, at which time there will be an election by the membership.” Note Treasurer was changed to Current President.

Changes to the Nomination to the National Board of a West Representative was reviewed and it was felt that this would be better reflected with changes to the Policy Manual. Marti Gray will work on the revisions.

**M/S/P That we accept the current changes and the changes in the National Board nomination of a West representative be changed and accepted by email. (Mumford/Wheeler)**

9. Conference Site 2008

Frank is still working on his contact. Will update during next conference call.

2007 – Update – Louise was talking to Brenda in Edmonton, and the committees will be set up in the next couple of weeks. First thing to be done is to choose a theme. Would like this to be an Alberta conference.

There will be a conference call that Abby Sipe is setting up to include the President and the Director from each Region – Louise will report back at the next meeting

10. Sam Wheeler thanked Julie for all of her hard work.

11. The meeting was adjourned at 11:03 a.m. MST, 10:03 a.m. PST Thursday, March 23, 2006

**Next NACAS West Board Meeting  
Via Teleconference  
April 6, 2006 – 9:00PST and 10:00 MST  
1.800.501.8979 access code 7561131#**