



**Board of Directors NACAS West Board Meeting**  
**Thursday, 5 April 2007**  
**2:00 PM PDT/3:00 PM MDT/ 2:00 PM MST- via teleconference-**

<b>Board Members Present</b>	<b>Board Members Absent</b>
Sam Wheeler, President	Sandra MacSorley, Area 2 Director
Bill Shiba, President Elect	Mark Miller, Area 3 Director
Frank Mumford, Secretary/Treasurer	Mike Ellis, Area 4 Director
Louise Chamberlin, Past President	
Maria A.Y. Garcia, Area 1 Director	

1. Call to Order: President Sam Wheeler called the meeting to order at 2:04 p.m. PDT.
2. Approval of Agenda –
3. Approval of the Minutes from 20 March 2007: Moved by Secretary/Treasurer (“S/T”)Mumford and seconded to approve the minutes as presented. With no further discussion, the motion carried.
4. Financial Report – S/T Mumford presented the March 2007 financial report. On the Income Statement, the \$94 miscellaneous expense reflects the cost to open the new account. On the Balance Sheet, it was noted that we may have to write off the Conference Revenue Receivable if funds are not received before the Edmonton conference. The \$30,000 in CDs represents two CDs, both of which will mature in May 2007. Frank will find out the exact maturity dates.
5. Reports:
  - a. *NACAS Board Representative* – Position is still vacant.
  - b. *Area 1 Director*, Maria A.Y. Garcia – no report
  - c. *Area 2 Director*, Sandra MacSorley –no report
  - d. *Area 3 Director*, Mark Miller – Director Miller has agreed to take the Secretary/Treasurer position when Frank retires. Carol Martin from Portland State University has confirmed that she will fill the Area 3 vacancy for the remainder of Mark’s term.
  - e. *Area 4 Director*, Mike Ellis – no report
6. Edmonton Conference Update: Past President (“PP”) Louise Chamberlin provided an update on the Edmonton regional conference planning. The West has historically waived the registration fee for the National president but does not cover his/her hotel or travel costs. Presenters are being emailed the program and hotel information. Susan Cooper will review the rough draft of the ceremonials and will give feedback to Louise. Business partners who want to be recognized in the program have until 16 April 2007 to submit their information. Brenda is talking to Coke, Louise is talking to Pepsi, and Maria was asked to talk to Sodexo.
7. Business Partner Survey Gold Update: S/T Mumford talked to Heather about the business partner survey and it should be out soon. The Board would like it distributed before the end of the school year.
8. Old Business:

- a. Awards – The Board reviewed the different awards and Board members were assigned to identify people to nominate for each award and to work on the nomination packets
  - Emeritus Award – President Wheeler will call Abby to find out if we know who’s retiring
  - Robert F. Newton Award for Distinguished Service – President Elect (“PE”) Shiba
  - Golden Award – PE Shiba
  - Innovative Achievement in Auxiliary Services Award – to be assigned
  - Outstanding Business Partner of the Year Award – S/T Mumford; recommended nominee is American Campus Communities (Terri Bump)
  - Silver Torch Award – President Wheeler; recommended nominee is Frank Mumford
  - Regional Mentor Award – PE Shiba; recommended nominee is Louise
  - Cultural Diversity Scholarships – Director Garcia
  - Emerging Professional Scholarships – Director Garcia; recommended nominee is Carol Martin
- b. Membership Retention Report – S/T Mumford sent the conference retention report to Sam and the Conference Planning Committee (“CPC”) will look at the report next week
- c. Treasurer Recommendation – Director Mark Miller was recommended to fill the vacancy that will be left with S/T Mumford’s retirement. When S/T Mumford retires, President Wheeler will appoint Director Miller to the S/T position.
- d. Cindy Vetter nomination to Chicago national conference committee – Cindy Vetter was not selected to be on the Chicago national CPC. However, PE Shiba will ask Cindy to be part of the Fort Collins CPC.
- e. Jane Barrantes nomination to Cal Poly Pomona regional conference committee – Jane Barrantes has been added to the Cal Poly Pomona regional CPC. Paul Storey and Jay Devers will put something together to bring to Edmonton to advertise the 2008 regional conference.
- f. Colorado conference dates – Meeting in Fort Collins, CO was set for 20-21 July 2007. PE Shiba would like us to fly into Denver on 19 July 2007, meet on 20 July 2007 and the morning of 21 July 2007, and ride the shuttle together to the airport the afternoon of 21 July 2007. It was recommended that new members attend this meeting. There was a discussion about the Area 4 Director position. PE Shiba will email Linda Gabel, Deb Hoefer, and Jill Wiegirt to find out if they are interested in the position. Susan McNamara is being considered for the Area 2 Director position. Carol Martin will finish Mark Miller’s term as Area 3 Director. PP Chamberlin and PE Shiba will handle the nominations.
- g. National Board representative – No news yet.
- h. Three-year terms – The Board agreed that this was the direction we want to go so S/T Mumford will draft something to bring to the regional meeting for a membership vote.

9. New Business: No new business

10. Next Meeting: The Board will meet at Edmonton before the conference starts. Plan on meeting at 4:00 p.m. on Friday, 1 June 2007, and from 8:00 a.m. to 10:00 a.m. on Saturday, 2 June 2007 to wrap up any business left over from Friday night. The next conference call will be on Thursday, 3 May 2007 at 2:00 p.m. PDT/2:00 p.m. MST/3:00 p.m. MDT

11. Adjournment: With no further business to conduct, President Wheeler adjourned the meeting at 3:03 p.m. PDT

**Next NACAS West Board Meeting  
Thursday, 3 May 2007 2PM PDT; 2PM MST; 3PM MDT**

## **Via Teleconference**