

Board of Directors NACAS West Board Meeting
Thursday, April 6, 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
Julie North, Greg Larsen and Sam Wheeler were not in attendance. Guest Carol Martin, PSU President Louise Chamberlin called the meeting to order at 10:05 am MDT, 9:05 am PDT.
2. Approval Agenda – Agenda amended to include under Item # 5. - Portland Conference 2006 section f. Refunds.
M/S/P (Storey/ Gray)
3. Review, Corrections and Approval of Minutes from March 9, 2006
M/S/P (Mumford/Gray)
4. Approval of the Minutes from March 23, 2006
M/S/P (Gray/ Mumford)
5. Portland Conference Planning – Report was given by Carol Martin for Julie North
 - a. Planning
 - Carol reported that Julie was out due to surgery
 - The need and use of conference name tags ribbons was discussed for special recognition at the conference. It was discussed that ribbons should be used to recognize Board of Directors, Business Partners, 1st Timers, President, Past Presidents, Presenters and guest VIP’s. Frank, Lanny and Carol were given the responsibility of developing a recognition system for the conference including considering a special name tag to recognize 1st Timers.
 - Abby Sipe raised a refund question related to conference cancellations by attendees. It was agreed that no cancellation requests will be granted if received within one week of the conference date. Attendees that request a refund prior to one week before the conference would be entitled to a full refund with no processing fee. Carol will work with Abby to get the Cancellation Policy placed on the conference web page.
 - Recognizing in-kind donations and donations below sponsorship levels (cash or in-kind) from Business Partners was discussed. It was agreed that all Business Partners or others that give donations (cash or in-kind) should be recognized. In-kind donations with values that fit within one of the sponsorship levels will be recognized at the appropriate level of sponsorships. It was agreed that all cash or in-kind donations below the bronze sponsorship level would be listed in the program and acknowledged were appropriate as “Additional” Business Partners.
 - Carol is working with Abby on sending another email blast for the conference.
 - A great deal of material related to “Sustainability” has been collected for distribution in a packet for attendees.
 - They are currently working on a Conference Canvas Bag giveaway for all attendees. The bag will include goodies including a coaster, candies and some items made in Oregon.
 - b. Registration Packet – Julie North
No additional discussion on the registration packet was necessary at this time.
 - c. Budget – Frank Mumford
 - Frank provided a reviewed of the business partners list.
 - It was noted that Quiznos’ was not going to be able to sponsor this year and should be deleted from the budget line.

- The **bolded** numbers highlighted in the Budget line are Business Partners that have committed, but we have not received the cash. We currently have actual and committed donations totaling \$26,560.
- Frank will be providing a list of attendees for the last two years for comparison against current registered attendees. This will allow us to contact those that have not registered for the conference and see if we can get them to return.

**NACAS West Annual Conference Budget
Portland, Oregon
2006**

REVENUES	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>		
Business Partners					
American Campus Communities	1,000		(1,000)	Frank	*
Aramark	3,000		(3,000)	Frank	
B & N College Booksellers, Inc.	1,000	1,000	0	Frank	
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		Louise	
Chick-Fil-A	1,000	1,000	0	Frank	
Coca-Cola	1,000		(1,000)	Sam	
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	0	(1,000)	Louise/Sandra	
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	
Higher One	1,000		(1,000)	Julie	
Hoffman Construction	1,000	1,000	0	Julie	
MBS Textbook Exchange	1,000		(1,000)	Mike	
Quiznos Subs	1,000		(1,000)	Marti	
Pacific Cascade Corp	300		(300)	Julie	
Pepsi-Cola	1,000		(1,000)	Paul	
Pictoform	In-Kind			Julie	
Portland Streetcar	In-Kind			Julie	
Premier	1,000		(1,000)	Frank	
ProAdCo	1,000	500	(500)	Julie	
Pura Vida Coffee	1,000	0	(1,000)	Louise	
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	
Web Laundry Services	750	760	10	Louise	
Wells Fargo Bank	2,500		(2,500)	Julie	
Total Business Partners	<u>45,050</u>	<u>12,260</u>	<u>(32,790)</u>		24,000
	14,300				26,560

d. Business Partners - All Board Members

- The Business partners list was reviewed by the board and updates were provided

e. Business Meeting – Louise Chamberlin

- Louise reviewed the agenda for the annual meeting.
- It was noted that Frank Mumford would be issuing the invitation to NACAS 2006 Conference in San Diego.
- The Board discussed getting feedback from the membership related to future conference sites. It was noted that this should be added as part of the feedback received on the 2006 Conference evaluation by attendees.

- Drawing for a complimentary registration for the 2007 NACAS West Conference was discussed and using this as a tool to get attendees to turn in their conference evaluations. Louise and Carol were to discuss and work on the logistics.
- It was noted and agreed that session evaluations should be used to provide input related to each sessions topic and presenters.
- Frank discussed using an email survey to attendees after the conference to get feedback on the overall conference. Frank was to review and provide cost information for doing an email survey.
- It was noted that under Item 3 Recognition - Portland Conference Committee that Julie North's name should be included with Greg Larsen.
- Annual Meeting Agenda with agreed changes :

**ANNUAL MEETING
PORTLAND, OREGON
June 2, 2006
12:00 p.m. – 1:30 p.m.**

1. Call to Order – Louise Chamberlin
 2. Approval of Minutes of April 12, 2005 Annual Meeting
 3. Recognition
 - Portland Conference Committee – Greg Larsen/Julie North
 - Past Presidents of NACAS West – Sam Wheeler
 - NACAS West Board of Directors – Louise Chamberlin
 - Business Partners – Frank Mumford
 - NACAS Executive Director – Louise Chamberlin
 4. Reports
 - Finance Report – Frank Mumford
 - National Director's Report – Marti Gray
 - National Committee Members – Sam Wheeler
 - President's Report – Louise Chamberlin
 5. New Business
 - Election of Officers – Greg Larsen/Louise Chamberlin
 - Amendment to Bylaws – Frank Mumford
 6. Installation of New Officers – Lee Vasquez/Bob Hassmiller
 7. Recognition of outgoing President – Sam Wheeler
 8. Invitation to NACAS 2006 in San Diego, October 15 - 18, 2006 – Frank Mumford
 9. Invitation to NACAS WEST 2007 in Edmonton, June 3-5, 2007 – Brenda Andreassen
 10. Other Business – Sam Wheeler
 11. Adjournment – Sam Wheeler
6. Nominations – Louise Chamberlin
 - The Nominations committee has not discussed nominations. Chamberlin indicated that the committee will be reviewing nominations this week.
 7. Changes in By-Laws concerning nominations
 - It was noted that this was not a change in the By-Laws, but a change in operating procedures.
 - There were no comments or questions and it was agreed the operating procedures changes were acceptable.

8. Conference Site 2007 – Louise Chamberlin
 - Louise has a telephone call out to Susan Cooper at Grant MacEwan College to discuss the 2007 Conference. She will give an update on the 2007 Conference at the next meeting
9. Conference Site 2008
 - Frank was still working on making contact.
10. Regional President's Conference Call
Chamberlin and Gray participated in a Regional Conference call for Regional Presidents. Items discussed:
 - Attending each others Regional Conference
 - Value of having a Regional President's conference call
 - Next Regional President's Conference call is scheduled for July
11. The meeting was adjourned at 9:50 a.m. MDT, 10:03 a.m. PDT Thursday, April 05, 2006

**Next NACAS West Board Meeting
Via Teleconference
April 20, 2006 – 9:00PDT and 10:00 MDT
1.800.501.8979 access code 7561131#**