



**NACAS WEST BOARD MEETING**  
**Thursday, April 20, 2006**  
**10:00 am MDT 9:00 a.m. PDT**  
**via teleconference**  
**800.501.8979 access code 7561131#**

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  
 Greg Larsen and Mike Ellis were not in attendance.  
 President Louise Chamberlin called the meeting to order at 10:03 a.m. MDT, 9:03 a.m. PDT.
2. Approval of Agenda  
 Approval Agenda **M/S/P (Wheeler/ North)**
3. Approval of the Minutes of April 6, 2006, with the following corrections:
  - Date: Thursday, April 6, 2006
  - Minutes taken by Paul Storey**M/S/P (Mumford/Gray)**
4. Portland Conference 2006
  - a. Planning – Julie North
    - Email blast went out from National on April 18<sup>th</sup>
    - PSU has donated pocket folders for use at the conference
    - A Local newspaper will be doing an article on the conference
    - The Host Committee will be meeting weekly until the start of the conference
    - Flexcar has agreed to furnish (2) cars for the conference
    - There were further discussions on using an after-the-conference email or online survey evaluation. It was agreed that we should pursue this method for collecting evaluations. Two potential tools were discussed for doing the survey - **Snap Survey** and **SurveyGold**. Wheeler and Mumford were to follow-up on the use of these products and vendors as potential business partners
    - There was a problem with the imprint on the Canvas Enviro Totes (bags) for conference attendees. They have been returned for replacement
    - Julie will be working on the details of the charter boat (Portland Spirit) evening next week.

b. Budget – Frank Mumford

Frank reviewed budget changes from last board meeting.

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

|                                      |  |                           | <b>Budget</b> | <b>Actual</b> | <b>Variance</b> |                |             |
|--------------------------------------|--|---------------------------|---------------|---------------|-----------------|----------------|-------------|
| <b>REVENUES</b>                      |  |                           |               |               |                 |                |             |
| Business Partners                    |  |                           |               |               |                 |                |             |
|                                      |  |                           | 1,500         | 0             | (1,500)         | Frank          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Frank          |             |
|                                      |  |                           | 2,500         | 500           | (2,000)         | Frank          |             |
|                                      |  |                           | 1,000         | 1,000         | 0               | Frank          |             |
|                                      |  |                           | 1,500         | 0             | (1,500)         | Bill Dickerson |             |
|                                      |  |                           | 500           | 0             | (500)           | Tony Lynch     |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Julie          |             |
|                                      |  |                           | 1,000         | 1,000         | 0               | Louise         |             |
|                                      |  |                           | 1,000         | 1,000         | 0               | Frank          |             |
|                                      |  |                           | 2,000         | 0             | (2,000)         | Sam            |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Louise         |             |
|                                      |  |                           | 1,500         | 2,000         | 500             | Louise         |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Louise/Sandra  |             |
|                                      |  |                           | 2,000         | 2,000         | 0               | Frank          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Frank          |             |
|                                      |  |                           | 3,000         | 3,000         | 0               | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Julie          |             |
|                                      |  |                           | 1,000         | 1,000         | 0               | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Mike           |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Mike           |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Marti          |             |
|                                      |  |                           | 300           | 0             | (300)           | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Paul           |             |
|                                      |  |                           | In-Kind       |               |                 | Julie          |             |
|                                      |  |                           | In-Kind       |               |                 | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Frank          |             |
|                                      |  |                           | 500           | 500           | 0               | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Louise         |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Paul           |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Julie          |             |
|                                      |  |                           | 3,000         | 0             | (3,000)         | Julie          |             |
|                                      |  |                           | 2,000         | 0             | (2,000)         | Frank          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Louise         |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Julie          |             |
|                                      |  |                           | 2,000         | 2,000         | 0               | Julie          |             |
|                                      |  |                           | 1,000         | 0             | (1,000)         | Paul           |             |
|                                      |  |                           | 750           | 760           | 10              | Louise         |             |
|                                      |  |                           | 2,500         | 0             | (2,500)         | Julie          |             |
|                                      |  |                           | 49,550        | 14,760        | (34,790)        |                | 24,000      |
|                                      |  |                           | 14,300        |               |                 |                | 29,060      |
| Registration                         |  |                           |               |               |                 |                |             |
|                                      |  |                           |               |               |                 |                | <b>2005</b> |
|                                      |  | 50 @ 315                  | 15,750        | 0             | (15,750)        | 35             |             |
|                                      |  | Guests 6 @ 150            | 900           | 0             | (900)           |                |             |
|                                      |  | Comp Guests               | 0             | 0             | 0               | 2              |             |
|                                      |  | Business Partners 2 @ 315 | 630           | 0             | (630)           | 9              |             |
|                                      |  | First Timers 20 @ 250     | 5,000         | 0             | (5,000)         | 17             |             |
|                                      |  | Non-Member                | 0             | 0             | 0               | 1              |             |
|                                      |  | One Day 0 @ 150           | 0             | 0             | 0               | 1              |             |
|                                      |  | Guest Meal 2 @ 75         | 150           | 0             | (150)           |                |             |
|                                      |  | Comps 3                   | 0             | 0             | 0               | 3              |             |
|                                      |  | Total Registrations       | 22,430        | 0             | (22,430)        | 68             | 18,000      |
| <b>TOTAL REVENUES</b>                |  |                           |               |               |                 |                |             |
|                                      |  |                           | 71,980        | 14,760        | (57,220)        |                | 42,000      |
| <b>EXPENSES</b>                      |  |                           |               |               |                 |                |             |
| Gifts/Promotions                     |  |                           |               |               |                 |                |             |
|                                      |  |                           | 200           | 200           | 0               |                |             |
|                                      |  |                           | 725           | 692           | (33)            |                |             |
|                                      |  |                           | 140           | 140           | 0               |                |             |
|                                      |  |                           | 250           | 250           | 0               |                |             |
|                                      |  |                           | 1,315         | 1,282         | (33)            |                |             |
|                                      |  |                           | 350           | 350           | 0               |                |             |
| Service Charges (Credit Card)        |  |                           |               |               |                 |                |             |
|                                      |  |                           | 350           | 350           | 0               |                |             |
| Speaker Fees                         |  |                           |               |               |                 |                |             |
|                                      |  |                           | 0             | 0             | 0               |                |             |
| All Complimentary                    |  |                           |               |               |                 |                |             |
|                                      |  |                           | 0             | 0             | 0               |                |             |
| Transportation                       |  |                           |               |               |                 |                |             |
|                                      |  |                           | 0             | 0             | 0               |                |             |
| Facilities (Hospitality Suite, etc.) |  |                           |               |               |                 |                |             |
|                                      |  |                           | 800           | 800           | 0               |                |             |
|                                      |  |                           | 2,000         | 2,775         | 775             |                |             |
|                                      |  |                           | 2,500         | 2,500         | 0               |                |             |
|                                      |  |                           | 275           | 275           | 0               |                |             |
|                                      |  |                           | 4,775         | 5,550         | 775             |                |             |
| Meals at PSU                         |  |                           |               |               |                 |                |             |
|                                      |  |                           | 674           | 674           | 0               |                |             |
|                                      |  |                           | 1,550         | 1,550         | 0               |                |             |
|                                      |  |                           | 1,620         | 1,620         | 0               |                |             |
|                                      |  |                           | 895           | 895           | 0               |                |             |
|                                      |  |                           | 1,695         | 1,695         | 0               |                |             |
|                                      |  |                           | 1,350         | 1,350         | 0               |                |             |
|                                      |  |                           | 1,695         | 1,695         | 0               |                |             |
|                                      |  |                           | 9,479         | 9,479         | 0               |                |             |
| Music at Wine & Cheese Reception     |  |                           |               |               |                 |                |             |
|                                      |  |                           | 400           | 400           | 0               |                |             |
| Portland Spirit                      |  |                           |               |               |                 |                |             |
|                                      |  |                           | 3,500         | 3,500         | 0               |                |             |
|                                      |  |                           | 2,600         | 2,600         | 0               |                |             |
|                                      |  |                           | 500           | 500           | 0               |                |             |
|                                      |  |                           | 527           | 527           | 0               |                |             |
|                                      |  |                           | 7,127         | 7,127         | 0               |                |             |
| Materials                            |  |                           |               |               |                 |                |             |
|                                      |  |                           | 160           | 156           | (4)             |                |             |
|                                      |  |                           | 700           | 700           | 0               |                |             |
|                                      |  |                           | 500           | 500           | 0               |                |             |
|                                      |  |                           | 800           | 795           | (5)             |                |             |
|                                      |  |                           | 295           | 293           | (2)             |                |             |
|                                      |  |                           | 300           | 300           | 0               |                |             |
|                                      |  |                           | 2,755         | 2,744         | (11)            |                |             |
| <b>TOTAL EXPENSES</b>                |  |                           |               |               |                 |                |             |
|                                      |  |                           | 26,201        | 26,932        | 731             |                | 30,000      |
| <b>NET INCOME (LOSS)</b>             |  |                           |               |               |                 |                |             |
|                                      |  |                           | 45,779        | (12,172)      | (57,951)        |                |             |
| <b>TARGET INCOME</b>                 |  |                           |               |               |                 |                |             |
|                                      |  |                           | 12,500        |               |                 |                | 12,000      |

- d. North asked if students could attend the conference sessions. It was agreed by the board if space was available for students they could attend sessions at no charge.
  - e. Business Partners – all board members
    - All Board members review the updated listing of business partners and discussed follow-ups.
    - Mumford provided a spreadsheet that showed (members and business partners) who had attended the conference over the past 2 years vs. those that are currently registered. The list also identified last years first timers. It was agreed that the list would be useful in identifying those not registered for a personal contact to encourage them to attend the Portland Conference. Each Board member identified who they would contact next week.
    - Board members through their personal contact were to remind potential attendees to register by the April 28<sup>th</sup> deadline for early registration savings.
    - It was noted from the list that there were 12 first-timers from last year that have not yet registered for 2006 conference.
  - f. Introduction of Speakers  
It was suggested that North should review the conference speakers list and see who she wanted to do introductions for each speaker
  - g. Recognition of Business Partners  
It was recommended that business partners sponsoring at gold and silver levels should be recognized at the start of every general session.
  - h. Evaluations – Was discussed earlier see section 4-a.
  - i. Name Badges - Chamberlin  
Name badges will be generated by the national office. All name badge follow-up should be done through Abby Sipe at the national office. Lanny Stein has ordered ribbons for the name badges.
5. Nominations - Chamberlin  
The nominations committee has met and identified individuals for nomination. However, additional follow-up calls are needed prior to bringing recommendations forward to the Board. The committee will present a slate of officers to the board at the next meeting
6. Conference 2007 - Chamberlin
- Reported that they had a conference planning meeting last week via teleconference
  - Theme selected for the 2007 Conference
  - Program Sessions are being discussed and developed
  - Art work is being designed for the development of a post card for promoting the 2007 Conference. 250 Post Cards will be needed for the Portland and San Diego conferences.
  - The next meeting has been scheduled in two (2) weeks -May 3<sup>rd</sup>
7. Conference Site 2008
- Frank indicated that he had made contact with the San Francisco campus however additional follow-up was still needed. Frank indicated he was concerned about their desire to be a

sponsoring campus which included in-kind support through the use of facilities. It was agreed that other sites should be considered in California - such as Sonoma or Pasadena.

8. Adjournment

The meeting was adjourned at 9:50 a.m. MDT, 10:03 a.m. PDT Thursday, April 20, 2006

**Next NACAS West Board Meeting  
Via Teleconference  
May 4, 2006 – 9:00 PDT and 10:00 MDT  
1.800.501.8979 access code 7561131#**