



NACAS WEST BOARD MEETING
Thursday, May 18, 2006
10:00 am MDT 9:00 am PDT
via teleconference
800.501.8979 access code 7561131#

Board Members:

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

1. Call to Order
 Sandra MacSorley and Greg Larsen 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 (Gray/Mumford)**
3. Approval Minutes of May 4, 2006
 Approval of Minutes **M/S/P (Mumford/North)**
4. Portland Conference 2006
 - a. Planning – Julie North
 - All products and materials for the Conference should be delivered to University Place and labeled for the NACAS West Conference.
 - Set-up for the Conference will begin on Tuesday, May 30th.
 - The “To Secret Game Plan” was reviewed and discussed.
 - All Business Partner logos need to be emailed to Pictoform today to be included in all conference publications and signage. Pictoform is doing all signage for the conference.
 - Gold and Silver partnership levels will recognized at the start of each general session.
 - The NACAS West banner is being shipped by Abby from the national office.
 - The *Daily Journal of Commerce* has done an advertisement for the Conference. The advertisement should increase the number of one-day conference attendees by attracting local participants. The *Daily Journal of Commerce* is planning to publish articles on the conference.
 - The Tabletop topics for the breakfast on Friday, June 2nd were deleted from the program.

- b. Budget – Frank Mumford
 - Frank reviewed the budget and compared it to the current registration and sponsorships. Targets for revenues and current expenses are currently in line or exceeding the budget.
 - Julie stated that the final counts for the Portland Spirit are due on May 27th.
 - Photo ID's are needed for everyone going on the boat. This will be announced at the Conference and included in the game plan.
 - The attendees list was reviewed and discussed by the Board.
 - Allowing Business Partners to register as regular attendees, while not providing partnership support for the conference, needs be addressed prior to the next conference.
 - The Business Partner Packet for the 2007 Edmonton Conference is being handed out at the Portland Conference; however, it will not include sponsorship benefits and costs at this time.
 - All Oregon community colleges and universities who are NACAS members who have not registered will be contacted directly and offered the first timer conference registration rate. Carol agreed to make these contacts.

- c. Business Partners – all Board Members
 - An updated list on the status Business Partners was reviewed.
 - Frank and Carol agreed to review the list to verify what Business Partners were at the Gold, Silver and Bronze levels.

- d. Photographs - Chamberlin
 - North has made arrangement for photographs

- e. NACAS College Services Journal - Chamberlin
 - An article and photographs on the conference needs to be prepared for the *NACAS College Services Journal*.
 - The article is due the week after the conference.
 - Julie agreed to prepare the article.

- f. Evaluations
 - It was agreed that there would be printed evaluations for each session.
 - Frank was to review the general conference survey from last year and develop a survey. Frank will work with Abby on placing the survey on the web.

- 5. Slate of Officers 2006-2007 - Chamberlin

President Elect	Bill Shiba, University of Arizona
West Director	Bob Francisco, Colorado School of Mines
Secretary/Treasurer	Frank Mumford, Cal Poly State University, SLO
Area I Director	Maria Garcia, Cal State University, Monterey Bay
Area III Director	Mark Miller, University of Idaho

It was discussed that the West Director should not be included in the slate of Officers nominations. Frank was to review NACAS West Policy Manual for clarification.
 Approval of Slate of Officers 2006-2007 **M/S/P (Wheeler/ Ellis)**

6. Nominations - Chamberlin
 - a. Awards Lanny Stein, North Idaho College
 - b. Cultural Diversity Ramon Garcia, Colorado State University - Pueblo
 - c. Membership TBD
 - d. Nominations Norm Chambers, University of Utah
 - e. Professional Devp. Jeff Davis, University of Colorado – Colorado Springs
 - f. At Large Member Marti Gray, Cal State University – San Marcos

All of the above members have confirmed their interest to serve. Several names were discussed for the membership committee. Louise will follow-up with these potential candidates to see if there is interest and provide feedback to the board via email. This list will be submitted to NACAS on Friday, May 19, 2006

6. Conference 2007 - Chamberlin
 - Louise reported that they are making really good progress.
 - The Conference planning group had a conference call yesterday and has another call scheduled the week after the Portland Conference.

9. Conference Site 2008
 - Frank reported that he had not been able to confirm if there is interest by Sonoma State for a Sonoma meeting.
 - Paul reported that Cal Tech was interested, but could not confirm there interest until the fall.
 - It was suggested that we consider Cal Poly Pomona and the Kellogg West Conference Center and Lodge. Cal Poly Pomona would be interested in hosting the conference. It was agreed that the Board would do a site visit this summer.

11. The meeting was Adjourned at 11:20 a.m, MDT 10:20 a.m. PDT Thursday, May 18, 2006

**Next NACAS WEST BOARD MEETING
 Thursday, May 25, 2006
 11:45 am MDT 10:45 am PDT
 via teleconference
 800.501.8979 access code 7561131#**