

**Board of Directors NACAS West Board Meeting**  
**Thursday, 14 December 2006**  
**0900 PST/1000 MST - via teleconference**

Board Members Present	Board Members Absent
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	
Bob Francisco, National Board Representative	
Maria A.Y. Garcia, Area 1 Director	

1. Call to Order: President Sam Wheeler called the meeting to order at 0905 PST/1005 MST. A quorum was not established so, with the approval of the members present, the order of business was altered.
2. Approval of Agenda – Deferred
3. Approval of the Minutes from 14 November 2006 – Deferred
4. Financial Report – Deferred to next meeting
5. Reports:
  - a. *NACAS Board Representative*, Bob Francisco – Deferred
  - b. *Area 1 Director*, Maria A.Y. Garcia – Sent notes to new members in her area and followed up with her first timers from the annual conference
  - c. *Area 2 Director*, Sandra MacSorley – no report
  - d. *Area 3 Director*, Mark Miller – no report
  - e. *Area 4 Director*, Mike Ellis – no report
6. Edmonton Conference Update: Past President Louise Chamberlin provided an update on the Edmonton regional conference planning. Conference registration information is being sent to the national office today. We are still missing one session, one tour on Sunday, and one tour on Monday but everything else is confirmed.
  - a. Conference Refund Policy: Past President Chamberlin noted that National’s refund policy is \$75 fee for cancellations at any time up to 5 days before the conference. Cancellations after that time result in the loss of the entire registration fee.

National Board Representative Bob Francisco joined the teleconference at 0912 PST/1012 MST.

It was determined that the West will follow National’s refund policy but that the President and Secretary/Treasurer together would have the discretion to determine what cancellation fee should be assessed for cancellations in the 5 days before the conference.

A quorum being established, we returned to item 3 on the agenda, Approval of Minutes from 14 November 2006. It was noted that the correct date in section 8 is 22 February. Moved by Past President Chamberlin and seconded to approve the minutes as amended. With no further discussion, the motion carried.

5. Reports:
  - a. National Board Representative Report: National Board Rep Francisco reported that the Leadership team meeting will be in Denver at the Loews hotel, 22 – 24 February 2007. The West Board executive committee will meet for lunch on Thursday, 22 February 2007 to discuss regional issues.
6. Edmonton Conference Update:
  - b. Letter to NACAS West Membership: President Wheeler will draft and send a letter for West members inviting them to the regional conference in Edmonton, reminding them that passports are required to travel to Canada,

and informing them that online registration will be available in February 2007. The letter will also briefly discuss the business partner survey and be sent out during the 3<sup>rd</sup> week in January. Past President Chamberlin will mail a "Save the Date" postcard.

- c. *Alternative Program for the Conference*: President Wheeler noted that a speaker being considered for the conference was simply too expensive (\$5,000 speaker fee plus expenses). President Wheeler discussed the food service RFP process that is currently taking place on his campus and recommended that one of the consultants that assisting with that process would be a good speaker. It is a different way of pursuing RFPs and could result in a huge financial impact for the institutions using this process. It would be useful for any RFP process, not just food service. The Board agreed that this would be a good topic for the conference.
7. Business Partner Survey Gold Update: President Wheeler has finished the letter so we just need an update from Secretary/Treasurer Mumford. Past President Chamberlin asked if she could have access to the software to begin working on the Edmonton post-conference evaluation. The license is for NACAS West so as long as the software is being used for NACAS West business, anyone who needs access to it can have it.
8. Old Business:
  - a. *Other Regional Conferences*: Secretary/Treasurer Mumford will attend the South conference (5 – 9 May 2007 in Florida). Director Garcia will attend the Central conference (16 – 20 June in Ohio). We need someone to attend the East conference (10 – 13 June 2007 in Virginia). If no one else can, Past President Chamberlin is willing to go and report back to the Board. Past President Chamberlin suggested welcome bags for the regional representatives at Edmonton. The Board agreed that this was a good idea.
  - b. *Succession Plan for the Board*: President Wheeler noted that the current 2-year term might be too short because just as a Board member is starting to understand how everything works, it's time for the member to rotate off.

Secretary/Treasurer Mumford joined the teleconference at 0935 PST/1035 MST. Item 7: Secretary/Treasurer Mumford noted that he and his staff will work on the Business Partner Survey during the holiday break. Item 4: Our financial position is good. We have about \$40,000 in reserves and \$20,000 in CDs. Item 6: Two business partners have signed up to be sponsors for the Edmonton conference. Item 6a: For the Portland conference, we adhered to National's refund policy.

The Board agreed that a 3-year term was a good idea. It was suggested that we define the roles and responsibilities of 1<sup>st</sup> year board members, 2<sup>nd</sup> year board members, and 3<sup>rd</sup> year board members.

Secretary/Treasurer Mumford will draft a Bylaws revision for the Board to review at the next meeting as well as a spreadsheet that maps out the rotations for the next couple of years.

- c. *Directors for Areas 2 and 4*: A number of names were thrown out for both the Director positions as well as some National committee positions. Board members should contact those who have expressed an interest to them about being involved in leadership positions and talk to them about their interest in certain positions, find out what their areas of expertise are, and discuss the obligations of the various positions with them. If those people are interested in specific positions after learning about the responsibilities and commitments, Board members should report back to the Board. President Wheeler will send the nomination form back out to everyone who has expressed an interest thus far.
9. New Business:

National Board Rep Francisco noted that he will continue to pursue the topic of the regions getting higher allocations from National when National increases member dues.

President-Elect Shiba reported that he attended a Committee Chair Council meeting recently and there seems to be a disconnect about who contacts non-active members. The Membership committee contacts non-active members but we contact them, as well. Area Directors should let National know who they have contacted and what was said. President-Elect Shiba will revisit this issue at the next Committee Chair Council meeting in February and keep the Board updated. It was suggested that 2<sup>nd</sup> year Board members be given the responsibility of contacting non-active members. National Board Rep Francisco was asked to prepare a brief script for Board members to use when contacting non-active members.

President-Elect Shiba reported that the West did a great job submitting nominations for National awards. Regional boards should be responsible for submitting nominations for these awards. It was suggested that a 2<sup>nd</sup> or 3<sup>rd</sup> year Board member could be made responsible for putting together the awards nominations.
10. Next Meeting: Tuesday, 16 January 2007 at 0900 PST/1000 MST via teleconference.
11. Adjourn: With no further business to conduct, President Wheeler adjourned the meeting at 1012 PST/1112 MST.

## **Next NACAS West Board Meeting**

**Via Teleconference**  
**16 January 2007 – 0900 PST/1000 MST**

## Action Items

Action	Responsible	Due Date
Invitation letter to Edmonton regional conference	Sam Wheeler	Ready to mail (email?) by 3 <sup>rd</sup> week of January
Put the business partner survey into Survey Gold	Frank Mumford	ASAP?
Welcome bags/packets for Central, East, and South representatives at Edmonton regional conference	Louise Chamberlin / Brenda	1 June 2007
Revision to the Bylaws changing Board terms from 2 years to 3 years	Frank Mumford	16 January 2007
Spreadsheet mapping out Board rotations for the next few years	Frank Mumford	16 January 2007
Contact members who have expressed an interest in leadership positions and/or greater involvement with NACAS/NACAS West	All Board members who have had direct contact with those members	
Send out the nomination form to members who have expressed an interest in leadership positions	Sam Wheeler	
Prepare a script for Board members to use when contacting non-active (non-renewed) member institutions	Bob Francisco	