



*The Connections That Count*  
**NACAS**  
**WEST**

**Board of Directors NACAS West Board Meeting**  
**Wednesday August 29, 2007**  
**1300 PST/1000 MST - via teleconference**

<b>Board Members Present</b>	<b>Board Members Absent</b>
Bill Shiba, President	Clark Cunningham, Area 2 Director
Maria A. Y. Garcia, Vice President	Carol Martin, Area 3 Director
Mark Miller, Secretary/Treasurer	
Sam Wheeler, Past President	
Brenda Andreassen, National Board Representative	
Lousie Chamberlin,	
Neil Markey, Area 1 Director	
Deb Hoefler, Area 4 Director	

1. Call to Order: President Bill Shiba called the meeting to order at 1302 PST/1402 MST.
2. Approval of Agenda –  
M/S/P – (Garcia,)
3. Approval of the Minutes from 14 December 2006  
M/S/P – (Hoefler/ Miller)
4. Financial Report – There will be a cash balance of \$12, 550.01 once all funds have been transferred from Frank Mumford. There is also a \$40,000.00 CD from the Downing Savings Bank.  
  
Mark will work on combining the balance sheet and the operating sheet together. The expenses from the Colorado conference have not yet been included into the budget. Mark will have both completed for the next meeting on September 26<sup>th</sup>.  
  
The board accepted the report.
5. Review action item list:  
  
Bill stated that a lot has been completed on the list. He has asked Maria to resend the list, which will be incorporated into the minutes.
6. Edmonton Lessons Learned- Brenda & Lousie:  
  
Brenda will review & send a copy of the highlights to everyone. Louise talked about the online evaluation forms. The forms were about 2 weeks late in getting sent out. The return results might have been better if they were sent out earlier. Only about 1.3 of the NACAS population responded. A drawing for a “free registration was given out as an incentive for people to fill out the form. A free registration was given out at the last conference by mistake. Do we want to give out another? Bill asked Sam to send Andy, Paul and Mike Ellis a copy of the evaluation results.
7. Cal Poly Pomona Conference Update: Sam Wheeler  
  
Sam reported that Andy & Paul did a great job. They are working on a template for the conference program. There will be 5 workshops:

- a. Emergency Preparedness (a refresher)
- b. Ron Newton will talk about the book world & connections with other Universities, Community Colleges, etc.
- c. Environmental Concerns- locally grown & recyclable.
- d. Keeping up with the media (My Space, Facebook, etc.)
- e. How to communicate with today's students.

The meetings will be at the Kellogg Conference Center & Mt. Sack College.

8. Discussion: Volunteer Board Nominations- Need BP volunteers and Awards members:

Still looking for nominations for the Business Partners Volunteers. All that were submitted have accepted. Bill is having problems connecting with Sandra Kowalski. Sam will follow up with her. The question was asked if we could look at Andy Ableman and Jay Devers. Please email Bill with any ideas for nominations by Friday.

9. Committee Report Templates- Bill, can we adapt for the individual reports?

Bill volunteered to draft up a report.

10. NACAS Annual Meeting- what is left to prepare:

A reminder for Sam that his group will get the trinkets and gifts.

11. Reports:

a. *NACAS Board Representative, Brenda Andreassen*

- *Brenda asked that the report she sent to Bill, get sent to the board.*
- *Let Brenda know if you will be attending the leadership meeting in February.*
- *Our dates for the West Conference overlap with the Regional conference dates in June. Will try June 11<sup>th</sup>-14<sup>th</sup> for new dates.*
- *Add 2008 annual conference to the agenda for September.*

b. *Area 1 Director, Neil Markley- nothing to report.*

c. *Area 2 Director, Clark Cunningham- not in attendance*

d. *Area 3 Director, Carol Martin- not in attendance*

e. *Area 4 Director, Deb Hoefer- nothing to report.*

*Bill will forward names to Deb & Neil of new members that are in their area for them to contact. He will also work with Deb & Neil to help get them more involved.*

10. Strategic Plan and Reserve Policy:

Bill asked for everyone's thoughts on the reserve policy. After a short discussion, it was decided to table this until the next meeting in September.

11. Old Business:

Maria reminded everyone that she has signed everyone up to be a mentor, please send 10 business cards to Abby.

Adjourn: With no further business to conduct, President Shiba adjourned the meeting at 2:05 PM PST/3:05 PM MST.

**Next NACAS West Board Meeting  
Via Teleconference  
September 26, 2007 1:00PM PST/2:00PM MST**