



NACAS West Board of Directors
 July 30, 2008
 Conference Call

MINUTES

Board Members Present	Board Members Absent
Maria Garcia, President	Mark Miller, Treasurer
Neil Markley, Area I Director	Deb Hoefler, Area IV Director
Clark Cunningham, Area II Director	Charlene Tomlinson, President Elect
Kimi Lucas, Area III Director	
Bill Shiba, Past President	
Louise Chamberlin, West Rep	
Julie Crea, Com/Tech Coord	

- I. The meeting was called to order at 2:00 p.m.
- II. Approval of minutes- A motion to approve the Board Retreat June 12-14 2008 meeting minutes was moved by Neil and seconded by Louise, motion approved.
- III. Reports
 - A. Treasurer's Report- N/A
 - B. NACAS Board Rep Report- See Appendix A Louise Chamberlin
 - 1. Peter Fraser is on the awards committee and will be retiring as of January 1, 2009. We will need to nominate someone to take his place.
 - 2. The national conference received a \$13,000 penalty from the business partners guaranteed rooms, overall though the conference made a profit. Per Neil's request, Louise will be e-mailing the financials from the conference.
 - 3. The board discussed the Hawaii venue and that it is nice. The only concern is that it is a 10 minute walk from the hotel to the conference area. The committee is exploring shuttle services.
 - 4. National asked for feedback on moving the leadership meeting from February to June. Louise, Maria, and Charlene will discuss and provide the feedback to national.
 - C. Area 1 - See Appendix B Neil Markley
 - 1. Membership Committee Update- N/A
 - 2. Business Partner Committee Update- Waiting to hear from Paul.
 - 3. Committee Chair Council Conference Call Report- Neil discussed that the committee is partnering with Sodexo and doing a \$500 scholarship for students.



- D. Area 2 - N/A
 - E. Area 3 - N/A
 - F. Area 4 - See Appendix C
 - G. Conference Committee
- Deb Hoefler
Bill Shiba
1. The ad for the College Services publication is ready and Mike will be finalizing it. They had one meeting this summer for the conference. The Hilton contract is complete. The committee has a draft conference schedule and are still coming up with programs. They are working on getting business partners. There will be a campus tour and they are working on bike rentals for it. Pedometers will be given to conference attendees and a prize awarded for the most steps, this goes in line with the focus on health for the conference. There is still a need for regional speakers.

IV. Unfinished Business

- A. Membership Recruitment & Retention
 1. Bill is working with the membership committee to develop a plan. The committee would like us to break up by regions to make telephone calls. Louise would like to make sure that we coordinate our efforts with national to make sure we do not step on any toes. Louise would like to target regional non-members and have the board or national contact them. Bill stated that national has hired someone that will do cold calling and they can do this for us.
- B. Scholarship Applications
 1. Applications looks good. Kimi suggested the deadline of 1 week before the early bird registration deadline. Louise would like it four weeks out from the deadline to give the group time to review and call a special meeting if needed. Bill suggested an e-mail blast to advertise the applications, Maria liked the idea. Julie will work with national on the e-blast and possible online application. It was noted that we need to change the applications to read for NACAS West members only. Bill mentioned that he notified the Ed Foundation that we want to use their funding for our scholarships and reminded us that it is a use it or lose it offer. Bill also said that we should give credit on our applications to the Ed Foundation. Kimi said she would put the credit at the beginning of the application. Maria thought this is a good idea to show members the value of the Ed Foundation. Maria thought that we would do the applications yearly whether the Ed Foundation donates money or not. Bill discussed the timeline for the institute scholarship and make sure we get the applications out in time.
- C. Committee Vacancies



1. Maria discussed needing a replacement for Peter Frasier. Her suggestion was to send an e-blast the NACAS west members for a self nomination. Julie will check into it with national.

D. Bylaws and Constitution Revision

1. Review job descriptions

a) Maria is re-sending the technology coordinator job description and requesting that all others be returned by August 20 so that we have time to review them before the next conference call. She requested that all board members look at the secretary/treasurer job description and make suggestions. Please send your job descriptions to all board members or Maria. Louise reported that she reviewed hers and had no suggested changes.

V. New Business

1. Bill wanted to encourage national conference attendees to sign up for the poker tournament sponsored by the Ed Foundation. There will be cheat sheets on how to play, great food, and an open bar. He will send out additional info.
2. Bill said that NACAS is turning 40 and running a \$40 donation for 40 years campaign.
3. Maria spoke about the newsletter that we will publish in October and reminded the board members that articles are due to Julie by 9/15/08. There will be an article on our new scholarships. Maria asked Kimi and she agreed to write the scholarship article.
4. The board discussed new members, non-renews, and trial memberships. It was decided that Maria will ask Abby for a list of non-renewals for us to review. Bill suggested that Heather from national should send Maria a list of non-renewals. Maria would also like a list of new and trial members. Louise said that the majority of the trial members convert to regular members.
5. Bill wanted us to put on our west website info on how to sign up for facebook and on our facebook page. Bill was having a hard time posting conference info, Maria said that he should have full access to post info. Maria suggested that Bill send it to her if needed. Bill wanted to discuss the use of facebook. Maria is open to ideas but generally it is another method to know how to use so that we can communicate better with our students. Bill wanted us to post our scholarship applications on facebook and on our website. Kimi discussed that they put their auxiliary unit info up on facebook and are using it as a history. Bill has a video created by his students on how to use facebook and will share it. Bill will send the board the professional intern applications he uses to recruit students. Bill advocates the use of videos as they are great advertising tools.



6. Maria wanted to discuss the leadership team meeting dates with the board. The board agreed unanimously that the winter may be a tougher time to travel but that the summers are too packed with projects and conferences and preferred the February date.

VI. Reminders and Announcements

A. Regional Management Plan

1. Updates/changes/additions to MAYG by 20 Aug 08

B. Board conference calls

MAYG

Remember that beginning in September, our Board meetings change from the last Wednesday of the month to the **second Monday** of the month.

1. 27 August 08 @ 5:00 p.m. Eastern
2. 8 September 08 @ 5:00 p.m. Eastern
3. 13 October 08 @ 5 p.m. Eastern
4. 31 October 08 @ 4:00 p.m. Central – in person meeting at the Annual Conference in Chicago
5. 10 November 08 @ 5 p.m. Eastern
6. 8 December 08 @ 5:00 p.m. Eastern

Clark discussed that he is OK with these new dates.

VII. Adjourned at 2:55 p.m.



Appendix A

NACAS West Representative Report to NACAS West Board July 2008

1. Summer Board Meeting

The NACAS Board of Directors met in Honolulu, Hawaii at the Hilton Hawaiian Village on July 18 and 19, 2008.

2. Financial Report

Jeff Purdue reported that although the 2007 Las Vegas Conference was the largest ever, expenses were more than expected. NACAS was charged \$13,000 on room reservation penalties. Prices increased on the tickets for the gala and food and beverage expenses were more than budgeted. Bad debts were written off in the amount of \$7,400 for 2006 conference no shows that had not paid and \$2,300 in advertising from Safe design in 2007.

2008 dues renewals are ahead of 2007. Booths for 2008 conference are 92% sold. NACAS is down in advertising for the first three issues of the Journal by \$25,000. NACAS needs a Marketing Director but does not have the money to fill the position. To overcome the obstacle of not having a Marketing Director, the financial department and program department meet each week to keep each other informed.

3. 2009 Budget

We are breaking our own policy for next year by not increasing our dues or the cost of the conference. We increased our net assets in 2008 but the projected net assets for 2009 are equal to those of 2007 or decreased by 3.2%.

Discussion occurred on the issue of the portion of the dues the regions receive from the national office being retained by NACAS. The South feels all the regions must cooperate together. East feels they should not give the national office carte blanche on how this money is spent.

President Figari asked for discussion on moving the NACAS office or purchasing a building. The NACAS lease expires in a few years. It was decided to remain in Charlottesville in order to retain staff. The national office is to be on the look out for the opportunity to purchase a building and to rent space to other organizations.

4. By Laws

Several minor changes need to be made to the NACAS By-Laws. It was decided discussion on the By Law changes would happen at the business meeting and the vote would be taken at the luncheon in order to have a quorum.



The national office is working on developing Disaster Response Guidelines.

5. Regional Strategic Plans

The West is the only region that has developed a strategic plan. The other regions are to have a strategic plan developed by the time of the conference. The Board Representatives are to be the driving force behind this project.

The NACAS strategic planning committee will become more active in 2009 reviewing the national plan.

6. Membership/Marketing

As of June 30, 2008 there are 710 renewals compared to 720 at this time last year. We have three new institutions and one new business partner.

7. 2008 Annual Conference

As of July 15, 2008 149 delegates have signed up for the conference. On September 8th the regional presidents and board members will receive a spread sheet each week. Four campus tours are being offered. Barnes and Noble is donating \$25,000. The East and Central Breakfasts are being sponsored by Tim Horton's. We are supposed to find a sponsor for our breakfast. Cost is estimated at \$4,000.

This year is the NACAS 40th Anniversary. A 40th anniversary pin is being designed. NACAS would like the regions to celebrate the 40th anniversary all year long.

8. 2009 Annual Conference

The Program and Host Committees met on Sunday and Monday. Our hotel is the Hilton Hawaiian Village and the room rate is \$199/night. The conference will be held at the Convention Center which is a good 10 minute walk from the Hilton Hawaiian Village. National is looking into the cost of bus transportation. By using the Convention Center, we are saving \$120,000 in room rental and they are giving us the Center free.

9. 2010 – 2012 Conference Contracts

2010 Broadmoor, Colorado Springs – room rate	\$195
2011 Orlando	\$182
2012 Montreal	\$179

10. 2013 Annual Conference

A site for 2013 was discussed. It was decided to look for locations in Tucson, Phoenix, Southern California or San Antonio.

11. Professional Development



The Bookstore has been completely updated through May 2008. The Higher Ed News Page is updated every 1 to 2 days. The Vermont Sustainability Conference is September 21-23, 2008 in Burlington. The ACUI/NACAS Marketing Conference registration is low. /The June Webinar on Strategic Alliances with Ray Jensen had 22 attendees which is twice what we had for the original date during the West Conference. The Institute for Managers I will be February 8 – 13, 2009. NACAS will have a Webinar the third Wednesday of each month.

12. NACAS Leadership Team Meeting

There is a proposal to move the NACAS Leadership Team Meeting from February to June or July. I am to ask the Regional President and Vice President when they would like to meet and we are to pass this on to the national office.

13. Nominating Committee

The Nominating Committee is supposed to be chaired by the NACAS Past President. Peter Fraser is retiring January 1st. Keith Chapman was named Chair of the Nominating Committee.

14. NACAS Education Foundation

Members of the Education Foundation met in Pomona and went through a training course.

Appendix B

NACAS West Board Report

Board of Director Name: _____Neil Markley_____

Representing Area __1__

Date Submitted: _____07/29/2008_____

Brief summary of activities or accomplishments on “To Do List” since last Board Meeting:

1. Membership Sub Committee Report (From Paul Storey)

He could not make the last meeting as he was on vacation. He will forward the minutes as soon as he gets them.

2. Communication Sub-Committee (From Ryan Ernst)

A writing contest will be underway in August and run through December. They will award a \$500 scholarship from Sodexo. The purpose is to get students interested in what Auxiliary Services does for their University. Information should roll out soon.

The website should now have full editions of College Services online instead of just articles listed by title.

The Central and South areas need additional members to the committee.

3. I attended the Committee of Chairs and the report has been sent in.



Appendix C

NACAS West Board Report

Board of Director Name: _____ Deb Hoefer _____

Representing Area _4_____

Date Submitted: _____ 7/28/2008 _____

Brief summary of activities or accomplishments on “To Do List” since last Board Meeting:

1. Sustainability Task Force: From Sharon Turner, Chair of the Sustainability Task Force in a June 23, 2008 email: “The NACAS Office encountered some technology issues while trying to establish the Sustainability on-line learning community. The staff is working to provide different software that will make the learning communities more user friendly. Hopefully this software will be up and running by August so we can began to populate and utilize the sustainability learning community.

Cathy Pales has left the NACAS National office to pursue other professional interests. Anne Munson has been hired as the Director of Education and Content Services and will be working with our Task Force. I met Anne at our NACAS-South annual conference and she is fabulous and will be great to work with.

Patty Eldred and the University of Vermont are hosting a sustainability program on the UVM campus – September 21-23 – 2008 Green Your Campus: Creating a Culture of Sustainability. This tour-intensive program will focus on the efforts throughout UVM to weave sustainability into every aspect of university operations. Spread the word about this great program. Registration info is on the NACAS web site.

It’s only four months until the NACAS Annual Conference in Chicago! Would you as members of the Sustainability Task Force be interested in reuniting the Green Team again this year at the annual conference to help spread the word about sustainability? Our Task Force will be ending at this conference, but we can be active during the conference. Please let me know your thoughts.”

We decided that we will meet as needed.

2. Professional Development Committee Update: see attached document



3. Nominating Committee: From Mike Ellis, Colorado State University
Mike emailed me the following on July 23, 2008

“Members of the NACAS Nominating Committee

Keith Chapman; Interim Chair
Mike Ellis (NACAS West)
Matt Portner (NACAS Central)
Bill Guerrero (NACAS East)
Martha Davidson (NACAS South)

Per the NACAS Bylaws and Policies and Procedures we would like to convene a meeting of the Nominating Committee to recommend a slate of nominees to the Board of Directors. Because of certain changes that resulted in the appointment of Interim Chair Keith Chapman by the NACAS President we would like to convene a meeting sometime next week.

Keith Chapman and I would like to have a conference call next week (Monday, July 28 through Thursday, July 31) to make your recommendations to the Board. Please look at your availability at 11 AM Eastern or 2 PM Eastern on those days). If we can get a majority of the committee we will hold a conference call, and make your recommendations to the Board. It should take about 30 minutes.

The current nominees include:

NACAS Vice President (recommended by the NACAS West Board): Frank Mumford
NACAS Central Board Representative (recommended by the NACAS Central Board): Jim McDermott
NACAS East Board Representative (recommended by the NACAS East Board): Kim Berry
NACAS “At Large” Member (recommended by the NACAS East Board): Ron Martel
NACAS 2010 Colorado Conference Program Committee Chair (two nominees):
Jeff Davis (NACAS West)
Matt Sirinek (NACAS Central)

There being no other nominees submitted you are asked to judge this present list of candidates for their ability to properly serve the association. Each has been contacted and is willing to serve. Each of the board member nominees has served in senior leadership positions at both regional and national committee levels. Both Conference Program Chair nominees have served in leadership positions for regional conferences, or national conferences, or both. The regional members of the Nominating Committee can discuss qualifications as can I or members of my staff.

Please call Bob Hassmiller for questions or comments.

Responsibilities: The Nominating Committee shall be responsible for submittal of an official recommended Slate of Association Officers to the NACAS Board of Directors. The recommended slate of officers shall include nominations for the positions of Vice President of the Association, an At-Large Board Member as necessary, and the position of Treasurer every other year. The official slate of



officers submitted by the Committee shall be accepted by the Board of Directors and presented to the membership at the Annual Business Meeting for approval.

The Nominating Committee shall also submit for approval by the Board of Directors, a recommendation for the position of Annual Conference Program Chair for the conference scheduled two years from the date of appointment.

The committee shall review each nominee's qualifications and experience with emphasis on previous commitment to NACAS and Regional activities, committee involvement, recognized achievements, Regional support, personal accomplishments, and leadership potential. Because the Board of Directors represents the entire organization, an appropriate "balance" should be considered when considering candidates for open positions. Balance may include small, medium, and large campuses, private, public, geographic regions, minorities, and women.

The Chair shall prepare a list of nominees (one for each open position) and announce the results at the summer Board of Directors meeting. Upon receiving the report of the Nominating Committee, the Board of Directors must vote to accept or reject it.

The Nominating Committee shall submit to the Executive Director a slate of candidates 60 days prior to the Annual Conference. The Executive Director shall circulate to the membership for their consideration, the slate of candidates 30 days in advance of the Annual Conference.

At the Annual Business Meeting, the Chair of the Nominating Committee shall provide an opportunity for nominations from the floor for Vice President, and when appropriate, At-Large Member and/or Treasurer. The Chair of the Nominating Committee shall conduct the election at the Annual Business Meeting, and be responsible for certifying the election results and announcing the winners.

Thank you for agreeing to serve on this NACAS Committee!

Bob Hassmiller for Keith Chapman

4.Strategic Planning Committee: No report