

SOUTHWEST COLLEGE BOOKSTORE ASSOCIATION
BOARD MEETING
October 16, 2004
League City, Texas

I. Meeting Called to Order by President Debby Brown at 1:10pm

II. Roll of Board

Present: Debby Brown, President

Christy Clemons, President Elect

Sue Slater, Immediate Past President

Carolyn Caudill, Treasurer

Gail Vaughan, Arkansas Trustee

Kevin Webster, Louisiana Trustee

Hilda Ortega, New Mexico Trustee

Marguerite Barnett, Oklahoma Trustee

Dennis Baker, Texas Trustee

Rita Widder, At Large Trustee

Karen Reeves, Book Trustee

Absent: Anthony Martin, NACS Trustee

Tim Sharp, Non-Book Trustee

Also Present: Shirley Evans, Administrative Assistant

Alex Aragon, Administrative Trustee

III. Introduction of Guests:

Eddie Turner – Incoming Texas Trustee

Sylvia Hinojosa – Incoming Louisiana Trustee

Bettye McGinness – Incoming Non-Book Trustee

Anne Fefer – Annual Meeting Committee Member

Vicki Marvel – Education Committee Chair

IV. Approval of Agenda as submitted with no changes

Motion by Kevin Webster, Louisiana Trustee

Seconded by Dennis Baker, Texas Trustee

Motion Approved

V. Treasurer Report:

Treasurer Carolyn Caudill gave report on financials to be reported at association business meeting on Sunday.

Motion by Hilda Ortega

Seconded by Marguerite Barnett

Motion Approved

VI. Meeting Status Update:

Vicki Marvel informed the board that everything is ready for the meeting and education session would be great. First Timers session will be different this year. All board members are encouraged to be there. The board stated that they would all be in attendance to welcome the first timers and make them welcome to the SWCBA annual meeting and South Shore Harbor. The first timers would be receiving a goody bag with items to welcome them.

Ann Fefer informed the board that we had met the required rooms for the hotel and we were doing fine there. The trade show lunch is going to be buffet style with different types of food so that everyone will get to choose what they want. Pre Conference meeting with the hotel went well. The vendor booths are a little smaller here they will be 8X8 instead of the 8X10 in previous meetings. All booths except one (1) were sold for this show.

Sue Slater informed the board that compared to the Albuquerque meeting it was estimated that we were just a couple of thousand dollars short of that goal. Seven (7) people sat in to take the C.C.R. administered by NACS. It is estimated that the meeting would profit at least \$12,000.

Shirley Evans informed the board that a Nolan Ryan baseball will be raffled at \$1.00 a chance to raise money for the Haley Palmore fund to benefit the Children's Diabetic Research. The ball was a donation received by Vicki Marvel and the Alvin Community College Bookstore.

Rita Widder informed the staff that the opening nite reception would be held aboard the ship Royal Princess. And the ship would be out for 3 hours. Ann Fefer informed the board that drink tickets for liquor and soda is included in the packets and when ordering a drink, to be sure and get the correct ticket so that we are not charged for liquor when it was soda being ordered.

VII. Trustee Report

Arkansas Trustee Gail Vaughan. Reported that the Arkansas state meeting is to be held on November 4. There will be various sessions and the turnout is expected to be better than previous meetings. Reported that Camex a reason for not having a larger turnout. There are 3 stores from Arkansas in attendance at this meeting.

Louisiana Trustee Kevin Webster. Reported that Camex was the reason for not having a bigger turnout. The Louisiana Association will host it annual meeting in Lafayette on Oct. 27th through the 29th with a Trade Show.

New Mexico Trustee Hilda Ortega. Reported that this year's state meeting was held in Clovis on April 1st through 3rd. The next meeting will be held in Albuquerque on April 15th through 16th. Bettye McGinniss is serving as the president and is coming on as a trustee to the Southwest. The association has 7 scholarships available at \$125.00 for members to use to come to the Southwest meeting. They have had to budget \$4,000 for the meeting in Albuquerque.

Oklahoma Trustee Marguerite Barnett. In her report, informed the board that a state meeting sponsored by OSU/OK City took place on April 16th. There was a session on Book Buyback with 25 people in attendance. Because of leasing in her state only 6 stores were in attendance at this meeting.

Texas Trustee Dennis Baker. In his report informed the board that he had been trying via phone and email to get stores to attend this meeting. He has visited various bookstores and encouraged them to attend the annual meeting.

Texas MiniNar will be held Spring 2005 at Texas State University at San Marcos, TX exact date to be announced.

Trustee At Large Rita Widder. Reported that her phone calls requested people to sign up was sometime tiresome, as she kept hearing that they were saving their money to attend CAMEX in New Orleans. She is close by and is therefore bring 2 staff members to this meeting. She was also acknowledged for taking the CCR Exam.

Associate Books Trustee Karen Reeves. In her report stated her attempts to get vendors as well as bookstores to attend this meeting met with some good results. Her concern is that a major effort should be made to get these bookstores to this meeting. Vendor attendance and participation will only continue if bookstores participate. Mega regional was more cost effective to the book vendors.

VII. SWCBA Office Assistant Shirley Evans reported on and passed on a breakdown of membership from past years to present. A list of new vendors attending this meeting was passed out. The board was informed that it would be 2 weeks after this meeting before we could get all records and items to Alex, the incoming office assistant, and the office would be in full operation in New Mexico.

VIII. Old Business

Siriani not present to give report, .will attend the Business Meeting. The company signed up 4 stores and 1 vendor to their freight program. They know it takes a while to get information and stores/vendors to sign up, that's why they asked for a 5 year contract. They asked for the list of attendee so that they could tailor a plan for them if the members would stop by their booth.

Administrative Assistant: President Brown informed the board of the selection of Alex Aragon as the new administrative assistant, and the problems that were faced in getting the office up and running in New Mexico. All is well and everything should be (like they say at NASA we have liftoff) a go to a final transfer of information within two weeks.

IX. New Business

New Vendors - President Brown requested all board members to visit each booth and welcome and thank the vendors for attending. The SWCBA booth is to be manned and a list of times for the board to volunteer will be taken by Alex.

President Brown informed the board that a previous act by the SWCBA board to send someone from the board to attend a state meeting representing the SWCBA would be restarted. She said she would attend the Oklahoma state meeting as the SWCBA representative and Christy Clemons would be attending the New Mexico meeting.

X. 2005 Meeting Site – To be held on October 15-19 in Tulsa Oklahoma at the Renaissance Hotel and Convention Center. Sue was still in talks with the hotel on redoing the contract. They had wanted over \$25,000 for meal guarantee plus gratuity and tax. She was able to get the contract to read \$20,000 for meal guarantee including gratuity and taxes. The board asked if she could go back and get the contract redone for \$18,000 including the gratuity and taxes. Sue said she would contact the hotel and see if they would go with the board request. President Brown also informed the Board that the hotel, where the last annual meeting held in Little Rock, Arkansas, had requested we consider Little Rock for our future meeting site. The hotel which we used the last time we were there informed President Brown, that they would be happy to have us there again.

XI. Christy Bucks – President Elect Christy Clemons introduced a program called Christy Bucks to bring a little bit of a new twist to recruiting and keeping new and old members. The program was submitted to the board for its review and approval. The budget amount requested for this program was \$1,000 for prizes. The program would be unveiled at the Annual Banquet and would then be placed on the website and emailed to every member. Postcards would also be sent out reminding the members of this program.

Discussion followed and it was requested that the statement of allowing Officers and Board Members to participate be removed. The attachment was not the final draft it was the initial draft and when the Administrative Assistant gets to the office a draft will be sent to all board members for the final review and approval before sending the rules out to the membership. The board felt it was a good idea and a motion by Karen Reeves with a second by Gail Vaughan to approve Christy Bucks was made and Motion carried.

XII. Not on the agenda - Sue Slater brought up the questions of donations. Question arose as to when are donations being accepted and from whom. What is the policy that would eliminate any confusion when receiving donations from companies. An adhoc committee was put together by President Brown consisting of Dennis Baker and Rita Widder to research and draft such a policy. This policy would then be given to each committee chair and to the vendors.

XIII. Mega Regional – A draft of the mega regional contract had been emailed to all the board and they had time to review it. It was agreed that a projected \$23,000 profit would be acceptable return on our investment and that the actual share of the SWCBA's income would be based on the number of stores from our region attending the Mega. Discussion was centered on what we could expect from and other Mega Regional and how were expenses to the meeting be covered as they would relate to our share of the net income. After much discussion and finally reaching an agreement that the contract was in the best interest of the Association.

Motion by Sue Slater to approve contract and go forward with 2006 Mega Regional and have the President sign the contract.

Second by Karen Reeves

Motion to approve passed

President Brown was getting ready to adjourn, but then stated she is sorry this was her last meeting and gave out a gift of appreciation to the board. The board thanked her. Motion by Dennis Baker to adjourn

Seconded by Hilda Ortega

Meeting adjourned at 4:55 pm