

SOUTHWEST COLLEGE BOOKSTORE ASSOCIATION

BOARD MEETING MINUTES

November 2, 2003

Reno, Nevada

1. Meeting called to order by President Sue Slater at 1:00 p.m.

2. Roll called by Secretary/Treasurer - Carolyn Caudill

Board members not in attendance - Mark Palmore, Anne Fefer

3. President Slater introduced the guests attending the meeting -

Rita Widder, new Trustee at Large

Karen Reeves, new Associate Book Trustee

Triina Turula, Siriani & Associates

4. Motion to approve the agenda was made by Jessie Luna. Seconded by Kevin Webster.

MOTION PASSED

5. Triina Turula with Siriani & Associates spoke to the board with a freight management program that would benefit the SWCBA members, the SWCBA Association as well as the freight agent Siriani & Associates. Siriani will work with the SWCBA members to obtain and to facilitate favorable rates and service in connection with the interstate and intrastate shipment and delivery of books, printed materials, supplies, general merchandise, equipment and fixtures. Siriani, at the request of the SWCBA, would be willing to conduct an informational seminar for the SWCBA members.

The motion for approval was made by Kevin Webster. Seconded by Marguerite Barnett

MOTION PASSED

There were some questions for clarification raised and changes in the wording and content of the contract to be addressed with Siriani that the board wanted looked at before signing of the contract.

The motion was made by Tim Sharp to reduce the contract from five years to three years. Seconded by Marguerite Barnett.

MOTION PASSED

6. Treasurers Report. Carolyn Caudill

Carolyn gave copies to the board of the financial reports which consisted of the profit and loss statement from 2002, statement of financial position September 30, 2003 and the Albuquerque meeting report 2003.

Line item of equipment amount has changed. It was previously overstated with what we actually have. Going with the accounting principles the equipment listed was overstated with one computer that the board had approved for replacement has been removed and one computer is obsolete which has been removed. What is listed at this time on the statement of financial position is the computer, printer, phone/fax/copy machine and a recorder. Carolyn recommended that the audit committee request a recommendation from our CPA on what we should do with our equipment to meet the accounting standards based on the date of purchase of the equipment to depreciate it out.

Sue and Carolyn will be working together to put the Association's books on Quick Books so we will have more documentation to provide the board.

Motion was made by Christy Clemons to approve the Treasurer report. Seconded by Dennis Baker.

MOTION PASSED

State and Committee Reports

7. Arkansas. Gail Vaughan

State budget cuts were the reasons given for the lack of attendance of the Arkansas stores to the Mega Regional Meeting.

8. Louisiana. Kevin Webster

Louisiana's attendance for the Mega Regional is not good mainly due to budget cuts in Louisiana. The Loyola store has been Follett for several years and is now a CBA store. The University of Louisiana Lafayette Bookstore is now a member of the Louisiana Association. The Louisiana Association's meeting will be held in Lafayette this month.

9. New Mexico. Jessie Luna

The New Mexico Association will hold its annual meeting April 2, 2004, at Clovis, New Mexico. Store participation for the Mega Regional is six stores out of the New Mexico region which is down from past participation. State budget has been a factor.

10. Oklahoma. Marguerite Barnett

No

Report

11. Texas. Dennis Baker

Rother Brother's looking at a store in College Station. The US Army is doing away with tuition assistance. Books are no longer covered just their enrollment will be paid.

Troops are still leaving Ft. Hood daily but enrollment is up due to the wives are now enrolling. Dennis spoke with Connie Windows from Amarillo College Bookstore and she is planning to retire.

12. At Large. Anne Fefer

Absent from meeting - no report.

13. Associate (Book). Christy Clemons

At the last meeting the board was given a list for their state who were previous members but were not current 2003 members. Sue ask that we call or email those whose membership had not been paid for 2003 to check with them to find out if there was an oversight or reason why they had not joined this year. Dennis Baker, Anne Fefer and Christy split up the Texas list to make the calls. Christy sent out emails first but found you have to go beyond the emails and make the calls. Until you make the call and speak with the person letting them know you are a board member and want them as a member and they tell you yes or no you really haven't done your job. From the emails two responses were received saying because of budget cuts they would not be able to attend the meeting this year but with it being at League City next year they thought they would be able to attend. On the phone calls several people said they were planning to join and a few said they were not interested. All the calls did not get made but several were.

The membership folders that Starla Clawson has been working on are together and some were taken to the Follett store members by Donna Collier to encourage their membership. Bill Coulter only has a few Follett stores in his area that aren't members but he will see they get the membership folders and Debby Brown will be taking some to her Follett store meeting. They have also been handed out to vendors.

Christy and Debby will be working to keep the membership campaign going.

Christy sent emails to all the Associate (Book) members before the meeting asking for thoughts and saying that she would bring them to the board. She got no response.

14. Associate (Non-Book). Tim Sharp

Several of the lease stores are being renegotiated. This is what happened at Loyola. Follett had renegotiated with Loyola they then sent out bids and they closed one Friday as a Follett store and reopened Monday morning as a CBA store. CBA is no longer going after just the real small stores. Rothers is just working on obtaining one store at this time.

15. NACS Trustee. Anthony Martin

NACS has responded proactive on the New York Times front page articles on the pricing of books overseas. NACS will be releasing more information in the next couple of weeks. Over 200 responses that NACS has received from students and student newspapers has been pro-bookstores. NACS has been working on this for at least fifteen months. NACS does work for our bookstores. NACS has opened a Washington office and will now be able to sit in on the National Retail Federation board meetings and we can use their power now. This has brought some tension between NACS and the publishers but this should be a very helpful move for our bookstores.

16. SWCBA Office. Shirley
Evans

Membership information for the last two years follows -

Bookstore Membership

2002 186

2003 167

Vendor Membership

2002 102

2003 91

The drop in membership this year from the stores seems to be from budget cuts. The Mega Regional Meeting is probably the reason for the drop in vendor membership.

The article in the Trinity Hospice Newsletter was read to the board expressing their thank you for the office computer that was donated to their office to be used in their bereavement program.

The job description for the SWCBA Administrative Assistant was given to the board members.

Old Business

17. Mega Regional Update. Sue Slater and Christy Clemons

All plans for the Meeting are looking good.

are Bob Anderson, CACS, has been working registration and the numbers at this point
500 vendor personnel representing 194 different vendors

232 Booths

370 bookstore personnel attending from 165 stores

CACS 60 stores

NCBA 51 stores

SWCBA 36 stores

RMSBA 18 stores

The meeting should have well over 900 in attendance.

18. SWCBA Annual Meeting 2004 - South Shore Harbour Resort & Conference Center.

Sue Slater

We do have a contract with South Shore Harbour for next years meeting in October to be held October 16-20. Early in December the committee will meet to start plans for next years meeting.

19. Future Meeting Sites.

Tulsa, Baton Rouge and Little Rock are all possibilities for our 2005 meeting. Sue Slater will work on getting information, fees and quotes to have available for the spring board meeting.

New Business

20. CAMEX 2004. Anthony Martin

Overall the time frame of the meeting will be set up the same as in the past. The golf tournament is back and there will be two different days for tours of the University

Co-op, University of Texas, one in the morning and one in the afternoon. There were concerns from the NACS board about having the golf tournament and tours conflicting with education sessions but the decision was made that people could decide what they would be attending. There are some professional tracks that you can stay on all the way through. The new CSP program which will have a new name will be discussed at CAMEX and a mock test for those wanting to participate will be given. This is not for credit but to get ideas on just what is being planned for the test questions. This certification will be recognized and would help with a future job search.

The host booth is where help will be needed at CAMEX and also help will be needed for room monitors. The time grid is being set up so you will be ask to help with this.

Opening night will be held at Sunset Station instead of the Alamo.

21. Website Update. Christy Clemons

Our website has been discussed and discussed again at every board meeting for the past several years. We now have Blane Bennet, Oklahoma State University, to work on the website and he will do whatever we give to him. Looking at several other websites on the internet ours looks out dated without much information.

The ideas presented were -

The middle part of the web page would be updated with new information every week or two.

Pictures could be sent in, information on up coming mini-nar or the SWCBA, etc. Another would be a link to sign up for committee work.

Post election information, a person could see what elections were coming up and if they were interested they would have an opportunity to let people know of their desire to serve.

Update the website links for both vendors and bookstores.

Break down of committee reports from our chairs.

Vendor profiles for a new vendor. Vendor trustees on the board would contact new vendors and thank them for joining and write a profile for the website.

Same thing for new bookstore managers or new store members.

Before our fall meeting a vendor might advertise his show specials. All they would need to do would be to send their link to Blane.

Survey on line like ways to improve our tradeshow. All that would be needed would be to go through the survey and click their choice.

Another page would be to separate vendors by category.

He could also put some power point presentations that were used at our education sessions from our meeting.

The sky is the limit. We just need to supply Blane with the ideas and information.

We could also switch the website host. We are paying \$480 a year for the site now and it could be switched and cost us less than half of what we are paying now.

Dennis Baker made the motion to have Blane Bennet move our website host. Seconded by Tim Sharp.

MOTION PASSED

22. Texas Mini-Nar. Christy Clemons

Texas hasn't had a mini-nar in many years and in talking to Gary Thompson he said he would host the meeting on his campus. A NACS facilitated one day program will be used. Just in the thinking stage now but April is the month that might be a good time. The subject that is being looked at for the session is customer service.

23. By-Laws - Review qualifications for store membership. Sue Slater

The situation came up with the registration for the Mega for an on-line bookstore. Our by-laws the way they are worded would allow the on-line bookstore to attend the meeting. The other Associations, involved in the Mega, by-laws read that a bookstore must be brick and mortar store. This particular on-line store is a NACS affiliate member they did not qualify as a bookstore member. This is being brought up to find out what the board thinks about this. After much discussion the boards decision was no change would be made in our by-laws.

24. Pan Pacific Plastics Bag Program

We have been approached by Pan Pacific for us to back their bag program. Sue Slater and Debby Brown will talk with the representative here at the meeting and get more details about the program. It was brought out that other vendors might want to bid on this program. We will discuss this Friday after we have more information.

25. Motion to adjourn made by Dennis Baker. Seconded by Jessie Luna.