

Southwest College Bookstore Association

Board Meeting Minutes

Reno, Nevada

November 7, 2003

1. Meeting called to order by President Debby Brown at 8:05 a.m.

2. Roll called by Secretary/Treasurer – Carolyn Caudill

Board Members not in attendance: Marguerite Barnett, Hilda Ortega, Anthony Martin, and Shirley Evans

3. President Brown had no guests to introduce

4. Approval of Agenda – Motion to approve agenda made by Dennis Baker and seconded by Kevin Webster MOTION PASSED

5. No action taken on bag program on agenda. Sue Slater will research bag programs with other associations and bring to spring board meeting. President Brown will research to where it must be stated that a vendor must first be a member to present to the board. The results of President Brown’s research will be discussed at the SWCBA Spring Board Meeting,

6. Approval of Committee Chairs – Motion to approve committee chairs by Dennis Baker and seconded by Christy Clemons MOTION PASSED

Education –Vicky Marvel

Budget & Finance – Jacque Ochs

Site Selection and Annual Meeting – Sue Slater, Gary Thompson, Anne Fefer

Long Range – Christy Clemons

Technology – Blaine Peters

Membership Growth & Development – Debby Brown

Associate Relations -

Newsletter

- a. Proposed Printing Charges presented
 - b. On Line Newsletter – Motion to approve made by Kevin Webster and seconded by Tim Sharp
 - c. Newsletter Article Assignments
 - i. November: Sue Slater, Marguerite Barnett, Anthony Martin
 - ii. January: Karen Reeves, Kevin Webster, Dennis Baker
 - iii. April: Carolyn Caudill, Gail Vaughan, Rita Widder
 - iv. August: Christy Clemons, Hilda Ortega, Tim Sharp
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7. Wrap-up of Mega Regional – Final results to be presented in December. A survey to members and vendors will be sent out. Financially the results were positive.
 8. Spring Board Meeting tentative date is March 25 and 26, 2004 at Dallas/Fort Worth area. Karen Reeves asked to locate hotel site near Love Field. Sue Slater and Anne Fefer to work on meeting budget. Education chair – Vickie Marvel will be asked to attend.
 9. Treasurer to prepare association financial records on Quick Books for 2003 and coordinate with Budget and Finance committee the annual financial review.
 10. Assign Board Liaison to Committees

Kevin Webster – Technology and Website

Gail Vaughan – Education

Karen Reeves and Tim Sharp – Membership Dev. Growth & Development

Sue Slater – Site Selection and Annual Meeting

Christy Clemons – Newsletter

11. Official Board Procedure and Policy Handbook will be reviewed by President Brown and brought up to date.
12. Outline duties for Host, Education and Annual Meeting Committees assigned to Sue Slater and Ann Fefer.
13. Members Email Addresses and Phone Numbers were provided to board members.
14. Motion to adjourn made by Dennis Baker. Seconded by Kevin Webster.