

**NACAS WEST
Board Meeting
Minutes**

Monday, February 26, 2024
Zoom Call
12:00 – 1:00 p.m. MST

Attendees: Amber Grenhart, Andy Lachman, Casey Kelly, Eileen Richey, Elysa Doss, Jennifer Gray, Jim Dwyer, Lisa Goberis, Thomas Sekayan, Suzie Mize, Shannon Dunn, Sid Mehta, Lynette Smith

Guest: Rich Steele, NACAS CEO

Excused: None

Absent: Tariq Marji, Tranitra Avery

- I. Call meeting to order Eileen
 - a. At 12:03 MST

- II. NACAS CEO, Rich Steele Intro by Eileen
 - a. Thanks for having me and excited to join you all in June for the regional conference
 - b. In my career, I spent the first half in Auxiliary and then second as the Assistant Vice Chancellor of facilities management. The skills in Auxiliaries are very transferrable
 - c. Starting week 4 of the job. Learning a lot, having meeting tours, meeting with staff and boards. Listening Tours are happening as he begins his role. Started my role at LTM. Covered a lot of great ground and heard great ideas on how to improve
 - d. I truly want everyone to be proud of NACAS and have it become the place for great resources. Today, we probably aren't there yet but we are developing plans to get there. Nature of the transitions over the last couple of years have been hard. A lot of staff that joined us just last year. Huge focus of mine is to build a strong team. Some have and haven't worked in Higher Education.
 - e. Lot's of more information to come. Face to face meeting in a month. Deadline for strategic plans, reporting's structure, board to focus. Will focus on strengthen skill set and staff.
 - f. In 2017 an affiliation agreement was signed on the 501 c 6. Should have been renewed in 2020 so they are reconsidering the affiliation agreement and seeing if we are in compliance.
 - g. I've looked at MOU and realized it is a lot to cover. Think about the challenges the regions have. Treasure and conference coordinator are huge roles. What can be centralized? Hoping to get on the same page on what needs to be handled on volunteer role and what the staff can help. Hired Lynette to help with that. How can we better collaborate better with regions? South very great relationship with Lynette. Key goal is to have volunteers have a great experience. Don't want to dread attending meetings or handling any volunteer responsibility.
 - h. Eileen – opened the floor to share
 - i. Sid – what we have learned is being there, attending regional conferences, board meetings and engaging with the board is a recipe for success. Encourage you to continue to be there. You will see boards

respond favorably to that. Take responsibility to transform the group into what it can be.

- ii. Rich - 80% of success is showing up. Wants to spend time with the boards.
- iii. Rich - Thank you for all you've done. The sacrifices you take for this level of engagement. Thank you for your services. You are helping to create a legacy for professional yet to even join the field
- iv. Eileen – what have you learned so far that you've been surprised by?
 Rich – C3X hotel numbers were high. 3600 room nights in Toronto. We were only at 3000. We had this protectory that was high and was derailed by the pandemic and that is unfortunate. Took a financial hit. We are rebuilding to the strength to prior years where we had positive growth/projection. He thinks we can absolutely get back there. We use to have 900 member institutions, we are currently at 600. No reason we couldn't get back to 900. It would lead to more volunteers. We have tremendous potential.

- III. Approval of minutes: January 22, 2023 Eileen
 - a. First: Suzie Mize to approve
 - b. Discussion/corrections: seeing none
 - c. Second: Casey
 - d. All in favor: all
 - e. Any opposed: none

- IV. Finances of NACAS West Update Lisa
 - a. Have access to all funds and accounting. Thank you to Matt Porter. Great job!
 - b. Checking: over 86K
 - c. Investment with Edward Jones: 67K
 - i. Compare: a year ago in Feb we had 58K. Grown 9K in investments. Great news considering the last couple of years!
 - d. Transition the accounting, we had a savings account under a personal account. 49K in it. We can't keep a personal account so transferring that to the checking account.
 - e. After regional conference, how much/if any do we want to put into savings/investment accounts? Advice not to do that until after conference
 - i. With Wells Fargo, CC limit is directly linked to checking account. The more we have in checking, the higher our balance could be. It is important that ppl that have CC have the ability to have higher funds amount available
 - f. Engaged with ramp program – where we are going to issue credit cards and make payments out. It is not financial account. It is just a way to issue payments and credit cards.
 - g. Eileen and Casey are being issued cards
 - h. Actual cards issued to Jenna and Lisa
 - i. Creating a document of where we are at with accounts and who has access to what so we know moving forward

- V. NACAS West x AOA Partnership Thomas
 - a. Interesting opportunity in Toronto. Ran into BP liaison for AOA.
 - b. Started talking about working together for NACAS West regional events and their annual conference. Ideas: Share BP list, cross advertisements. Great idea to

partner to drive membership and engagement at both conferences. Had a meeting with presidents on both regions.

- i. Discussed creating drive-in/ed sessions, specifically target to AOA/Cali schools that are apart of NACAS membership. AOA is seeking content
- ii. Focusing orientation of new employees. Aux 101 sessions
- iii. Establishing an MOU between West Region and AOA. Seems like they had/do have one with NACAS on National level. We appreciate that, but mutual understanding that a regional (between two regional conferences) would provide greater value. Review a draft MOU and it includes: share mutually representatives and respective conferences, gold sponsorship and conferences, both of us send emails out on behalf of each other out to solicit member registrations. Both for each conference. Help drive partnership from conference in Sonoma. January AOA and regional NACAS in June.
- iv. Everyone wants the same goals and wanting to help each other. Chip away at old agreement and what is more beneficial right now.

VI. Updates

- a. CX West 2024 Sonoma Casey, Jennifer, Lynette
 1. Lots of movement happening. Thank you to everyone who is helping. It is in a great spot.
 2. Lynette shared link to registration drive. 11 attendees and 11 BPs
 3. https://docs.google.com/spreadsheets/d/11RQ5V_rWwccEpp-xwUOsGR6CPuM_BnhorQWOviYB6Wo/edit#gid=1158878722
 - a. Please register if you haven't done so already!
 4. Sonoma contract was signed
 5. Monday Keynote is signed and topics will be added to website and email
 6. Chatwells convo on Friday. Opening event with them. Chef Jet Tila to join us!
 7. Groom transportation – complimentary transportation.
 8. Still working on outreach program. This will help increase attendance at conference
 9. Confirmed food
 10. Schedule shaping up
 11. Lot's of moving parts
 12. Sit with steering committee to confirm food
 - a. Paid attention to dietary restrictions with menu
 13. Doing a great job for call for programs, nominations and awards. Lynette might reach out to Andy about awards.
 14. Rocking and Rolling
- ii. Business Partners Thomas
 1. Chartwells – great meeting on Friday. Working through some clarification right now. Very excited to be involved and cook the food at the opening event. Give an opportunity to express who Chartwells is and get out in front of the school. Chef Jet Tila will be there cooking. There might be different stations there for cooking. Wondering night with wonderful wine.
 2. Aramark has confirmed Karaoke night. We are all excited. We are waiting to confirm what that all will entail. Working on what type of food Aramark would like the hotel serve that night.

3. Thank you to Groom transportation. This is a huge cost savings.
 4. New BP's are interested in joining – haven't signed up yet but he'll work on them
 5. Karaoke night, possible theme. Yacht rock, beetles themed.
 6. Some info for Aramark based on last year. Monday night is the evening BP's take out clients, the food was not eaten last year. Maybe a dessert bar? 9 – 11 p.m. is late so won't need much food
 7. Lynette will reach out to Mary from Follet to sign up as a BP. Could Mary offer an in-kind donation provide some type of custom wine glass? Fun idea to get name out. Helping out our call for Ed sessions. Would like to set-up a meeting on how have more participation from Follet other than the lanyard?
 - a. Jim - ASU event and they provide wine glasses for that. Mary was at that event.
 8. Sid - Do we have a package for new BP's (how many ppl attend, price, deals). Electric mobility BP that wants to engage in higher education. If Sid could have info to send to new BP that haven't interacted with NACAS. Would like a one pager. Show them the value of NACAS. Lynette will work with Thomas on this.
- iii. Program Elysa
1. No programs submitted yet. Hopefully as we get closer we will get more interest. Submission deadline is coming up. Please push that out. Recommendation on what that timeline should be.
 2. Sid has received notification of about 7. Maybe look into Elysa set-up to ensure she is receiving notification. Lynette on it.
 3. Working with PD committee, they developed a sub-committee to create an AUX 101 course. Rolling that out at the regional level and connecting the two courses. 3 – 4 on that committee. Pulling together content. Hope to have course developed by Sept for it be completely ready. Maybe Ed session on program/what it will be and content for Sonoma.
- iv. Scholarships Sid
1. Thanks to Casey for bulk of the work.
 2. Separate section for scholarship and following the timeline for it
- b. CX West 2025 Vancouver RFP Lynette, Eileen
- i. It's in the streets in Vancouver. Did research and that will be the better location.

VII. Reports

- a. President's Report Eileen
 - i. N/A
- b. NACAS Board Rep Report Andy
 - i. Rich is the big news. Nice to have him on board. National board is working on getting him up and going. Everything we see has been great. Enjoy working with him for the last 4 weeks.
 - ii. Nomination committee is coming together to work on next National Awards. Eileen will represent for that group.
 - iii. The future NACAS National president will be nominated out of the West region. Neil would like to see a couple nominees for west national presidential track and will be chairing those efforts.
 - iv.

- v. National office/board is still looking at responses to dept education financial aid rules (food service and bookstore). Looking at ways to advocate on behalf
- c. NACAS Foundation Report Jim
 - i. Role on foundation board is Treasure. The west has a rep on foundation board. It is Joseph Pearson. He transitioned last year. Misaligned on interacting with the board. He should work with President and then help organize the fundraiser (flip a coin). How to integrate him and that fundraiser. Flip a coin is very important fundraiser. Also working on some other ways to fundraise as well. More to come on that.
- d. C3X 2024 Orlando Suzie
 - i. Serving on national committee to help plan it
 - ii. Working on committees set-up and chairs set-up
 - iii. Working on suggestions for theme of conference
 - iv. Site visit will be at end of May
- e. NACAS National Office Report Lynette
 - i. Foundation is working on the funding for awards. She understands it three awards are coordinated (mentor, rising and volunteer). The foundation provides a financial component and may not be willing to support this effort moving forward. Pulling the regions and asking if they would like to continue to give out that award and would you be willing to do that at the region's expense Many regions (south, east) yes we would like to continue.
 - ii. Jim - Foundation is looking the landscape of the foundation and seeing what they can continue to support with trying to understand how it was or wasn't supported in the past
 - iii. Andy - Rising Star Award was sponsored by others with endowment as part of gifts into the foundation. We have a whole list of awards and list of gifts that go with it.
 - iv. Would be helpful to know what the financials have been previously.
 - v. Meet to be set with Awards committee, national, awards foundation to understand what it all entails

National Office Update – NACAS West Region (Monday, February 26, 2024)

NACAS West Shared Drive

https://drive.google.com/drive/folders/17LJjnplu_J4f9Uf7TgcssUPp8c_AR4j5

2024 Membership Rosters

https://drive.google.com/drive/folders/10c-dh03PArVX_p3Y6HQPGtcytsZ_JNIH?usp=sharing

NACAS West CX 2024 – Sonoma, CA

- **Conference dates:** June 9-11, 2024 | DoubleTree by Hilton Sonoma – Wine Country.
- **Attendee Registration:** Early Bird is Live for members and Business Partners. Launch date was **1/26/24**; close date is **4/1/24**. BP's can register at their desired sponsorship level up to the start of the conference.
- **Call for Programs:** Email launch date was **2/7/24**; **Close date is 3/6/24**. If we need to extend the deadline, we can.
 - **Breakout Speakers:** Details will be added to the website and conference app as details are confirmed.

- **Call for Scholarships:** Email launch date was **2/20/24**; close date is **3/15/24**.
- **Sonoma State University/Tuesday Programming.** In progress – as details are confirmed, you can find them on the West CX website.
- **Speakers (Keynote):** Amy Gutierrez will be the Keynote Speaker. The speaker contract is final, and payment is in progress. NACAS will promote speakers to the website as they are confirmed.
- **Conference Schedule:** In progress – please refer to the Schedule-At-A-Glance on the website.

- **Hotel Booking Information:**

- Below is the booking link to distribute to attendees:

<https://group.doubletree.com/g0py8m>

Attendee Online Hotel Booking Instructions:

- Please enter **Group Code: CDT914** to receive the group rate.

Attendee Phone Reservations:

- Please call our Reservations Coordinator, **Natalia Rogers at (707) 586-4614** and provide her with the **Group Code CDT914** to be included in the room block at the group rate.
- *** NACAS West Board – Your name has been submitted to the hotel and your room has been reserved. Please confirm your travel plans as soon as possible with Lynette.
- ***Reservations within the room block need to be made before May 7th, 2024.***
- ***The registration date for booking your hotel stay at DoubleTree is May 17, 2024.***

- **Website Updates:** On-going. NACAS will update the CX 2024 page as updates are received. The new NACAS website is now live.

Future NACAS C3X Annual Conference Dates

C3X 2024 Annual Conference & Expo: October 27-30, 2024 (Orlando, FL)

C3X 2025 Annual Conference & Expo: Pending Hotel Location & Dates (Las Vegas, NV)

C3X 2026 Annual Conference & Expo: September 26-30, 2026 (Chicago, IL)

C3X 2027 Annual Conference & Expo: October 31-Nov. 3, 2027 (Washington, DC)

C3X 2028 Annual Conference & Expo: October 15-18, 2028 (Denver, CO)

- | | | |
|-------|---|--------|
| VIII. | Around the Virtual Room – Questions, Reminders and Announcements
a. None | Board |
| IX. | Adjourn
a. 1:01 p.m. MST | Eileen |

Notes: Next Meeting March 18th at 12:00 pm MT