



**NACAS WEST
Board Meeting
Agenda**

Monday, May 20, 2024
Teams Call
12:00 p.m. MT

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

Foundation: Joseph Pearson

Absent: Tariq Marji, Tranitra Avery

- I. Call meeting to order Eileen
 - a. At 12:04 MT

- II. Approval of minutes: April 15, 2024 Eileen
Motion to approve: Casey Kelley, second: Elysa Reichert

- III. Financial Report Lisa
 - a. Checking account has been reconciled since 2018
 - b. Can't give financial reports until she can reconcile them. Hoping to be able to give them out prior to the conference.
 - c. Casey and Lisa meet about conference budget. It is very strong and keeping expenses within budget
 - d. Eileen and Lisa looking into changing bylaws – annual review of budget by someone else on the board. Will continue to add in the professional audit.

- IV. New Business
 - a. NACAS Member in Transit Eileen
 - Letter from Rich Steele below
 - Has a program for people that are going through transition like Sid
 - It is being asked if West would allow people like this to be considered a “member” and receive that rate to attend regional conference
 - National waives the membership
 - <https://nacas.org/member-benefits/career-center/>
 - Motion to move forward with allowing members that are in transition to have a member rate to attend.
 - First done by Shannon Dunne
 - Second done by Lisa Goberis
 - All in favor – seeing all
 - All opposed – none

 - b. Board Appointments Eileen
 - Sid was let go of Simon Frasier and has stepped down from board
 - Jennifer Gray is currently the regional conference coordinator. Will be switching to an at-large member for the remainder of her term (1 year)
 - Nicole Nimmons will fill the regional conference coordinator position. Works at Boise State. Been apart of NACAS for a few years. So impressed by all the work done by this group. Appreciate the offer and looking forward to helping and coordinating the next conference.

- Communications and Technology will be Ellen Curtis from Caly Poly.
- Tranitra Avery is stepping away from the board – membership coordinator position. Eileen has spoken to another candidate to see if they are interested. They will let her know tomorrow if they are interested.

V. Requests for CX West 2024 Sonoma

Casey & the Gang

- a. This time will be available for specific requests for Board involvement related to CX Sonoma. NOTE: We will not have time for verbal updates, only for specific requests from the Board for assistance with CX West. Written updates are at the end of this agenda.
- b. Please sign up for volunteer sessions
- c. Board member reach out to first-timers – Casey will send out information on that
- d. Thomas – BP of the year – draft criteria. Please review and let him know if there is anything that you have to make it easy. We weigh our decision based on member responses – those are from conference attendees. Link in app for survey to vote for BP of year. Announced at end of conference.
 - Sodexo updated to Diamond! Aramark has increase their contribution as well.
- e. Jennifer – short on volunteers to thank you for signing up. All supplies have been ordered and shipped up to double tree
- f. Joseph – foundation update. South conference was very successful! Casey has iPad for prize.
- g. Lynette: Make a sign for flip a coin event. Raise as much as possible for flip a coin.
- h. Please look at arrival/departure dates for hotel and let Lynette know if any edits need to happen

VI. Items from the Floor

- a. 2024 C3X Draft Schedule has been included at the bottom of the agenda.
- b. Updates from Lynette

C3X 2024

Dates: October 27-30, 2024

Location: Gaylord Palms | Orlando, FL

Conference Theme: Leading Back to Our Future

Registration: Attendee & Business Partner Registration is Open! There are (83) Business Partners registered to date.

Women In Leadership (WIL)

Dates: September 22-25, 2024

Location: Hotel Viata | Aus

- Registration is open for this event. More details to come.

C3X 2025 Conference

Dates: November 16-19, 2025

Location: Paris Hotel | Las Vegas NV – More details to come.

Future NACAS C3X Annual Conference Dates

C3X 2024 Annual Conference & Expo: October 27-30, 2024 | Gaylor Palms Resort, Orlando, FL

C3X 2025 Annual Conference & Expo: November 16-19, 2025 | Paris Hotel, 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)

- c. 2025 – UBC submitted a bid for the conference. They have another group looking at the dates we have. We will continue this discussion in the executive session on location for 2025 West CX location

VII. Adjourn

Eileen

- a. 12:32 MT

Board will adjourn and go into Executive session

Closed Session

Notes: Next Meeting in Sonoma!

Written Reports

Casey Kelly

Can you please include the following updates:

- By May 24: Please review and sign up for CX West volunteer opportunities available on [SignUpGenius](#). We are looking for volunteers to help with registration, greeters, announcing speakers, directing guests to transportation, etc. We encourage board members to sign up for the education sessions to introduce the speakers and mention CASP credit and conference surveys. A script will be provided for this.
- We have a new first-time mentor program. Many of the board members are signed up to reach out to a couple of first-timers. Please review the [first-timers outreach plan and template document](#) and contact your assigned contacts with a first email introduction by May 24 and then a reminder on June 5 and a text message on June 9. If you have any questions, please contact Casey Kelly.



Thomas Sekayan

Business Partner of the Year Award Proposal

Purpose: The Business Partner of the Year Award is a distinguished accolade that recognizes a business partner's substantial contributions to the mission of NACAS within Region West. This award honors the business partner that has not only enriched the mission of NACAS but also enhanced the work of our institutional members within the region.

Award Criteria:

1. **Alignment with NACAS Mission:** The business partner's activities and contributions should clearly support and advance the mission of NACAS West.
2. **Impact on Institutional Members:** The business partner should have a demonstrated positive impact on the operations and success of institutional members within the region.
3. **Innovation and Creativity:** The business partner should exhibit innovation and creativity in their services or products.
4. **Engagement and Support:** The business partner should actively engage with NACAS West and its members, providing exemplary support.
5. **Poll Results:** The award will be weighted by the votes each business partner has received from institutional members attending the Regional Conference.
6. **Must be present at the Regional Conference to qualify for a chance to win.**

Selection Process: The NACAS West Board will select the winner, with the decision weighted by the poll results from institutional members.

Award Benefits: The selected Business Partner of the Year will receive **Platinum Sponsorship level** at the next year's Regional Conference, providing them with premier visibility and engagement opportunities within the NACAS West community.

Award Presentation: The award will be presented during a special ceremony at the NACAS West Regional Conference, celebrating the winner's outstanding contributions to the region.

From: Rich Steele <rich.steele@nacas.org>
Sent: Thursday, May 16, 2024 6:05 AM
Subject: Members Affected by Canadian Ancillary Services Changes

Eileen and Anthony -

We received the terrible news that the entire Ancillary Services department was eliminated at Simon Fraser University on Monday, impacting Sid Mehta, incoming West President and Mark McLaughlin, Canadian Committee member. In addition, we know that Steve Alb is no longer at the University of British Columbia - an action that happened last week. Steve served as the chair of the Canadian Committee.

We are greatly concerned about the impact to these individuals, and we stand ready to assist in any way we can. We also anticipate that there could be similar reductions in force at other Canadian schools in the near future.

NACAS does provide a "Member in Transit" option for these situations which provides all the benefits of membership at no cost for up to one year. This will allow any current member who may lose their employment to stay connected to NACAS and take advantage of services such as the career center, publications, Lounge communities, educational programs and events at member rates (C3X registration would be at the retiree rate).

We would like to ask that you communicate the "Member in Transit" option to any member who may need this benefit. If they contact NACAS, we can set this up for them. We would also request that your region honor the intent of this membership and support those affected by offering member rates for your CX event - or a discounted rate if that is feasible.

For the West Board, please let us know how we can support your efforts to fill the vacancy left by Sid's departure - including anything that may be needed to support your CX event in June.

Best of luck as you navigate these impactful changes. Thank you for your leadership commitment to NACAS and please know we are here to support you if we can be of any assistance!

Sincerely,
Brett Jackson, CASP - NACAS President
Rich Steele - NACAS CEO

Rich Steele
NACAS | CEO
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2024 C3X Schedule-at-a-Glance

FRIDAY, OCTOBER 25	
2:00pm – 4:00pm	NACAS Foundation Board Meeting
5:00pm – 7:30pm	NACAS Joint Boards Reception and Dinner
8:00am – 5:00pm	Staff Office
SATURDAY, OCTOBER 26	
8:00am – 5:00pm	Staff Office
9:00am – 10:15am	NACAS New BOD Orientation
10:30am – 12:00pm	NACAS BOD Meeting
11:00am – 4:00pm	Registration
11:00am – 4:00pm	Speaker Lounge
11:00am – 11:30am	C3X Planning Committee Kick Off Meeting
11:30am – 12:00pm	Volunteer Orientation
12:00pm – 4:00pm	Volunteer Lounge
12:30pm – 1:30pm	LTM Networking with light fare
1:00pm – 4:00pm	Tours
1:30pm – 3:30pm	LTM Meeting
4:00pm – 5:30pm	Regional Board Meeting – Central
4:00pm – 5:30pm	Regional Board Meeting – East
4:00pm – 5:30pm	Regional Board Meeting – South
4:00pm – 5:30pm	Regional Board Meeting – West
6:00pm	Regional Dinners
SUNDAY, OCTOBER 27	
6:30am – 6:00pm	Staff Office
7:00am – 5:00pm	Registration
8:00am – 9:30am	First time Attendee Breakfast
8:00am – 12:00pm	Canada Lab
8:00am – 5:00pm	VIP CASP Lounge
8:00am – 5:00pm	Volunteer Lounge
8:00am – 5:00pm	Speaker Lounge
9:00am – 10:00am	Sponsored Workshop 1
9:00am – 10:00am	Sponsored Workshop 2
9:00am – 10:00am	Sponsored Workshop 3
11:00am – 12:00pm	Sponsored Workshop 4
11:00am – 12:00pm	Sponsored Workshop 5
11:00am – 12:00pm	Sponsored Workshop 6
12:00pm – 1:00pm	Lunch on your own
12:00pm – 1:00pm	NACAS Past President's Lunch (Tentative)
1:00pm – 1:30pm	Opening Entertainment, Welcome Address and Awards
1:30pm – 2:30pm	Opening Keynote
2:30pm – 3:00pm	Networking Break with Refreshments
3:00pm – 3:45pm	Concurrent Session 1
3:00pm – 3:45pm	Concurrent Session 2
3:00pm – 3:45pm	Concurrent Session 3
3:00pm – 3:45pm	Concurrent Session 4
3:00pm – 3:45pm	Concurrent Session 5
3:45pm – 4:00pm	Refreshment Break
4:00pm – 5:00pm	Concurrent Session 6
4:00pm – 5:00pm	Concurrent Session 7

4:00pm – 5:00pm	Concurrent Session 8
4:00pm – 5:00pm	Concurrent Session 9
4:00pm – 5:00pm	Concurrent Session 10
5:15pm – 6:15pm	Regional Reception – Central
5:15pm – 6:15pm	Regional Reception – East
5:15pm – 6:15pm	Regional Reception – South
5:15pm – 6:15pm	Regional Reception – West
6:30pm – 8:00pm	Opening Reception

MONDAY, OCTOBER 28

6:00am – 6:00pm	Staff Office
7:00am – 5:00pm	Registration
7:00am – 7:45am	Wellness Activity
8:00am – 9:00am	Regional Breakfast – Central
8:00am – 9:00am	Regional Breakfast – East
8:00am – 9:00am	Regional Breakfast – South
8:00am – 9:00am	Regional Breakfast – West
8:00am – 5:00pm	VIP CASP Lounge
8:00am – 5:00pm	Volunteer Lounge
8:00am – 5:00pm	Speaker Lounge
9:00am – 9:15am	Transition Break
9:15am – 9:45am	General Session Announcements and Awards
9:45am – 10:45am	General Session
10:45am – 11:15am	Networking Break
11:15am – 12:00pm	Concurrent Session 11
11:15am – 12:00pm	Concurrent Session 12
11:15am – 12:00pm	Concurrent Session 13
11:15am – 12:00pm	Concurrent Session 14
11:15am – 12:00pm	Concurrent Session 15
12:00pm – 1:30pm	Lunch in Expo Hall
1:30pm – 3:00pm	Expo Hall Activities
3:00pm – 3:15pm	Transition Break
3:15pm – 4:15pm	Concurrent Session 16
3:15pm – 4:15pm	Concurrent Session 17
3:15pm – 4:15pm	Concurrent Session 18
3:15pm – 4:15pm	Concurrent Session 19
3:15pm – 4:15pm	Concurrent Session 20
4:15pm – 4:45pm	Networking Refreshment Break in Expo Hall
4:45pm – 5:30pm	Concurrent Session 21
4:45pm – 5:30pm	Concurrent Session 22
4:45pm – 5:30pm	Concurrent Session 23
4:45pm – 5:30pm	Concurrent Session 24
4:45pm – 5:30pm	Concurrent Session 25
6:30pm – 8:00pm	Foundation Donor Reception

TUESDAY, OCTOBER 29

6:00am – 6:00pm	Staff Office
7:00am – 7:45am	Wellness Activity
7:00am – 5:00pm	Registration
7:30am – 8:45am	Breakfast in Exhibit Hall
8:00am – 5:00pm	VIP CASP Lounge
8:00am – 5:00pm	Volunteer Lounge

8:00am – 5:00pm	Speaker Lounge
9:00am – 10:15am	NACAS Annual Business Meeting
10:15am – 10:30am	Transition Break
10:30am – 11:15am	Concurrent Session 26
10:30am – 11:15am	Concurrent Session 27
10:30am – 11:15am	Concurrent Session 28
10:30am – 11:15am	Concurrent Session 29
10:30am – 11:15am	Concurrent Session 30
11:15am – 12:15pm	Networking Refreshment Break in Expo Hall
12:15pm – 12:30pm	Transition Break
12:30pm – 1:30pm	Lunch, Foundation Awards and Flip-a-Coin
1:30pm – 1:45pm	Transition Break
1:45pm – 2:45pm	Concurrent Session 31
1:45pm – 2:45pm	Concurrent Session 32
1:45pm – 2:45pm	Concurrent Session 33
1:45pm – 2:45pm	Concurrent Session 34
1:45pm – 2:45pm	Concurrent Session 35
2:45pm – 3:15pm	Networking Refreshment Break in Expo Hall
3:15pm – 4:00pm	Concurrent Session 36
3:15pm – 4:00pm	Concurrent Session 37
3:15pm – 4:00pm	Concurrent Session 38
3:00pm – 4:00pm	Concurrent Session 39
3:00pm – 4:00pm	Concurrent Session 40
4:00pm – 4:15pm	Transition Break
4:15pm – 5:30pm	Announcements and Closing Keynote
6:00pm – 8:00pm	Closing Event
WEDNESDAY, OCTOBER 30	
7:00am – 1:00pm	Staff Office
8:00am – 9:00am	Breakfast
9:00am – 9:45am	Concurrent Session 41 (Tentative)
9:00am – 9:45am	Concurrent Session 42 (Tentative)
9:00am – 9:45am	Concurrent Session 43 (Tentative)
9:00am – 9:45am	Concurrent Session 44 (Tentative)
9:00am – 9:45am	Concurrent Session 45 (Tentative)
9:45am – 10:00am	Transition Break
10:00am – 11:00am	Closing Town Hall Session (Attendee feedback on conference and member services)
11:15am – 12:30pm	NACAS Board Debrief w/Lunch