

Tri-State Bookstore Association Executive Committee Meeting Minutes

October 24, 2018

St. John's University, Collegeville, MN

Type of Meeting: Fall Executive Committee Meeting

Meeting Facilitator: President Jason Skiff

I. Call to order

President Skiff called meeting to order at 10:04 am.

II. Roll call

Members present included: Julie Feiring (University of MN Duluth), Jason Skiff (Southeast Tech), Tina Streit (College of St. Benedict/St. John's University), Heather Gillespie (MBS), Kari Erpenbach (University of MN), Amber Hawks (Redshelf), Anthony Ross (Minneapolis College), Becky Kostka (Minneapolis College)

Absent: Tanya Ostlie (University of Jamestown)

III. Reports

Secretary's report

2017 Executive meeting minutes were distributed with no noted corrections. A motion to approve the minutes was made by Julie Feiring and seconded by Heather Gillespie.

Treasurer's report

Tanya Ostlie was unable to attend the meeting but she did provide a current treasure's report that Tina Streit discussed. The Association has a savings balance of \$15,981.98 and checking account balance of \$10,357.95 for a grand total of \$26,339.93. Some discussion took place around the budget for our Annual Conference. Typical conference cost \$15,000-\$16,000. Some locations will have higher costs based on their locations.

Vendor Rep Report

Heather Gillespie and Amber Hawks created a form for vendor profiles on the Tri-State website. Vendors can complete this form and have their profile highlighted in the Tri-State newsletter. They are working with Kari Erpenbach on conference best practices for engaging the membership, this information will be posted online when complete. Stores should encourage vendors to attend the Tri-State conference. Vendors are able to submit promotional pieces to the Tri-State newsletter.

Marketing/newsletter

Kari Erpenbach discussed the need for content and the importance of sending out a monthly newsletter to keep our membership engaged with Tri-State Association. The newsletter is our only formal form of communication with our membership and it provides us information about changes taking place with the members. Submissions for the newsletter should be sent to Kari by the first of every month with a goal for the newsletter to go out on the 10th of every month. Vendors can submit information free of charge for the monthly newsletters and are encouraged to send Kari submissions.

Tri-State Host report

Tri-State 2019 is hosted by Minneapolis College and will be held in downtown Minneapolis, MN. Tentative dates are June 11-13. Becky Kostka will serve as Host Committee Chair. Host hotel and conference center are to be determined. Several meetings and events may take place on the campus of Minneapolis College.

Education Committee report

Anthony Ross will chair the Education committee for the next year. We are in need of more members of the committee and we will determine if past members still want to serve on the committee. Several Executive Committee members will contact store members to determine interest on serving the committee. After a committee has been established, Anthony will set up the first planning conference planning meeting.

IV. New business

a) Newsletter/Marketing/Communication-

The Tri-State newsletter has a good open rate and we need to continue to send it out monthly. Annual Conference information will be communicated in the newsletter.

b) Invoicing and Dues-

Next year's Tristate Association invoices will be sent the end of December/beginning of January. Invoices are due upon receipts. We have \$4,560.00 in overdo accounts. Jason will work with Tanya on trying to collect on those accounts. Members may pay their dues online but if a check is needed, please note that checks now need to be sent to:

Tri-State Bookstores Association

c/o Tanya Ostlie

University of Jamestown Bookstore

6089 College Lane

Jamestown, ND 58405

c) CAMEX –

The executive committee agreed that a Tri-State meet and greet should be arranged for members attending CAMEX in San Antonio.

d) Donation to NACS foundation-

Tri-State has been approached by the NACS Foundation to donate \$600 for the Bring a Buyer grant. Jason will go back and ask that if we donate to the program that preference be given to someone from the Tri-State Association area.

e) NACS Regional Education Initiative-

Campus Store Connect, educational programming offered by NACS, will no longer be hosted with other regional association meetings. The programming will be offered in the spring/summer timeframe and hosted on 6-10 geographic locations throughout the U.S.

f) Tri-State Marketing

It was discussed if we wanted to offer members the opportunity to buy Tri-State logo'd clothing or gifts. Kari indicated that it might be possible to add that to the University or MN customer ordering website, Minnesotapromos.com.

g) Textbook Affordability Conference (TAC)

TAC will take place April 14-15 at the University of Minnesota. Discussion took place on whether we wanted to host a Tri-State reception at the conference. It was decided that we may do an informal get together based on member interest.

h) Other new business-

No other new business was discussed.

i) Future Meetings Schedules-

Future Executive Committee meetings will take place via conference call. First one should be done within the next month and possible bi-monthly class thereafter.

j) President Elect Open Position-

We are still looking for nominations or volunteers for the position of President Elect.

V. **Adjournment-** meeting was adjourned at 12:02pm. A motion to adjourn the meeting was made by Jason Skiff and seconded by Amber Hawks.