

**National Government Publishing Association**  
**Board Minutes**  
**February 23, 2007**

In attendance, Audrey Marrocco , PA, Vice President, Debby Messina, DE, Immediate Past-President, Richard Beto, TX, Treasurer, Dan Swisher WA, Western Regional Director, Ronny Fore, MS, Southern Regional Director, and Larry Krist, OH, Eastern Regional Director. Others in attendance include Jean de Luc, Washington State Printer and guest of Dan Swisher. Lamar Evans represented Association Management Systems, Inc.

**Call to Order.** A quorum being announced, the meeting was called to order at 2:02 p.m. Central Daylight Time with Ms. Marrocco presiding.

**Minutes:** Minutes from the September 26, 2006 board meeting were distributed for review and comment prior to the meeting by email. Ms. Marrocco asked for changes and/or corrections.

**Motion:** Mr. Fore moved and Mr. Beto seconded a motion to dispense with the reading of the minutes and to approve them as submitted and reviewed. The motion was accepted.

**King Resignation:** Ms. Marrocco confirmed that all of the board members had received the emailed notification of Mr. Campbell King's resignation from the NGPA presidency.

**Motion:** Mr. Fore moved and Mr. Beto seconded a motion to accept Mr. King's resignation as 2006-2007 NGPA President. During discussions there was consensus that Article III, Section 11 of the Bylaws gives Ms. Marrocco authorization to fill the remainder of Mr. King's term. The motion was accepted.

Ms. Marrocco then noted that, by this action, the office of Vice-President becomes vacant and that, given the authority of Article IV Section 4 of the bylaws, she was appointing Mr. Beto to fill her unexpired term as Vice-President.

**Motion:** Mr. Fore moved and Mr. Swisher seconded a motion to confirm Mr. Beto's appointment. During discussions it was noted that, if passed, this motion will give Mr. Beto the duties and responsibilities of both the Vice President and Treasurer. Mr. Beto confirmed that he was willing to accept those duties. The motion was accepted.

Ms. Marrocco announced that she will speak with Joe Tucker, Chair of the Nominations and Elections Committee to seek qualified candidates to fill the Treasurer's position as well as a slate of officers for the coming year.

**Financial Reports:** Evans provided board members with a Balance Sheet as of February 22, 2007. The report indicates a cash account balance of \$30,333.79 and Accounts Receivable in the amount of \$19,000 for total current assets of \$49,333.79. He noted that the organization has approximately \$20,000 less in assets as it did this same date last year. He also noted that the organization has just over \$15,000 more in Accounts Receivable than it did this same time last year. A total of just over \$16,000 of the A/R balance are a result of 2007 conference sponsorship billing. Evans noted the need to write-off a \$750 bad debt from Boise Paper, a \$750 bad debt from Danka Office Imaging, a bad debt from EFI in the amount of \$1,500 and a bad debt from Xerox for Rashell Flot's conference attendance in 2005.

Evans also reported a net-income year-to-date in the amount of \$1,952.36. Membership income remains well below budget projections for the year with just over \$3,100 of membership activity being reported since the beginning of the year.

**Motion:** Mr. Beto moved and Mr. Fore seconded a motion to accept the financial report as submitted. The motion was accepted.

## **Conference Planning**

Site Status: Mr. Beto and Mr. Evans reported that the hotel property where the conference will be held has been sold since the contract was executed. The new property is a Sheraton. Mr. Evans will update the website information. He also reported that a request has been made of the event manager at the Sheraton for written confirmation that our contract will be honored. That confirmation has not been received, however, the contact who originally negotiated the contract is still employed by the property and has assured both Mr. Evans and the Texas hosts that the contract will be honored.

Sponsorships: Mr. Beto reports that he has received confirmation of sponsorships from a number of corporate offices with several more to be announced within the next few weeks. It was noted that potential sponsorship information should be sent to Ragina Ostendorff, Corporate Liaison. Ms. Marrocco noted that she recently went through her card files and sent to Ms. Ostenforff contact information on suppliers that her organization uses on a regular basis. She asked that all board members do that as well. Mr. Beto noted that he is posting company logos on his website when confirmation is received and suggested that the same action be taken on the NGPA official website.

Bags: Discussions continue relative to the type of bags that will be purchased for this year's conference.

Conference Programs/Speakers: Ms. Marrocco reviewed the conference program as it now stands. A number of slots remain to be filled. She requested board input relative to the business program. There was a discussion relative to the organization's need to consider paying for speaker expenses as a way to improve the conference content, even if some food and beverage functions had to be eliminated or cut back.

## **Old Business**

Vendor Survey: Ms. Marrocco noted that only eleven members have responded to the Vendor Survey since conference. She asked board members to be sure they have responded and to request other members in their region to respond as well. This information could be extremely helpful in obtaining corporate participation. The survey continues to be available on-line.

Website Sponsorship: Mr. Evans noted that Heidelberg requested board consideration to place an article on the website with their logo. The request was granted because of their past conference sponsorship participation. Evans continues to research what other organizations charge for banner ads on various pages of their website. That information will be forwarded to Mr. Swisher, who has additional information regarding policies and procedures for website sponsorship advertising. Hopefully this project can be considered by the board during the conference.

## **New Business - none**

## **Other Business**

**Board Meeting Frequency:** Ms. Marrocco noted that the organization has a number of challenges to face over the next few months. She suggested that the board consider more frequent meetings until some of these issues can be resolved. There was consensus that more frequent meetings were a good idea and March 14, 2007 was set as the next date for a board call. Mr. Evans will follow up.

## **Adjournment --**

**Motion:** Mr. Fore moved and Mr. Beto seconded a motion to adjourn the meeting. There being no further business or announcements the motion was accepted and Ms. Marrocco adjourned the meeting at 3:28 p.m. Central Daylight Time.

Respectfully Submitted,

Approved \_\_\_\_/\_\_\_\_/\_\_\_\_

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Lamar Evans, Secretariat

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Audrey Marrocco, President 2006-2007