

**National Government Publishing Association
Board Conference Call Minutes
August 22, 2007**

In attendance, Audrey Marrocco -- PA, President, Deborah Messina -- DE, Immediate Past President, Richard Beto -- TX, Vice President, Ragina Ostendorf -- IA, Corporate Liaison and Central Regional Director, and Dan Swisher -- WA, Treasurer. Lamar Evans represented Association Management Systems, Inc. and Linda Belisle -- ND, Strategic Planning Committee chair also attended.

Call to Order. A quorum being announced, the meeting was called to order at 2:07 p.m. Central Time with Ms. Marrocco presiding.

Minutes: Minutes from the July 25, 2007 board meeting were distributed for review and comment prior to the meeting by email. Ms. Marrocco asked for changes and/or corrections.

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

Conference Planning:

2007 Conference Program: Ms. Marrocco presented a revised conference program. She noted the addition of one speaker and a change in the schedule to accommodate thirty minute breaks. She continues to work with event sponsors to identify speakers and topics and to build up the membership session programs. She also will ask regional directors to focus on a service matrix during their regional meetings and other elements related to the strategic plan.

Spouse/Guest Program: Evans reported that Mr. Gomez forwarded an email earlier indicating that plans are underway for the group to visit the Lonestar Riverboat, the Texas State Capitol and the Bob Bullock Museum on Monday. On Tuesday the group will travel to Fredericksburg TX for a visit to Becker Vineyard. On Wednesday they will visit Round Rock Mall the Inner Space Cavern and the Candle Factory. Evans is working on contract and transportation details for these events.

Sponsorships Update: Beto reported that a couple of smaller sponsors are still considering involvement this year, however it appears that most of the sponsors have been identified. Evans noted that he continues to work with Riso as a potential sponsor this year. The company has been given information on next year's sponsorship package for their budget planning.

Marketing Activities: Mr. Beto reported that a third mailing has gone out. Evans reported that the conference pre-registration program has been mailed.

Hotel Update: Evans reported that his staff continues to work with the hotel. Menu planning will take place within the next thirty days. He reported that about 50% of the room block has been reserved. Board members asked for instructions on accessing the room block reservations. Evans will follow up.

2008 Conference Planning:

Target Date/Site Selection: Evans has received a proposal from the Hilton Bellevue. The proposed conference dates are October 10 - 16. It was noted that Columbus Day falls within that time frame. Evans will attempt to secure other dates. The proposed room rate is \$152 for single/double rooms. It was noted that the rate is higher than the \$139 rate for this year. There was a brief discussion relative to the creation of a theme for next year's conference. It was noted that the new sponsorship brochure has a space reserved on one of the panels to include the upcoming conference theme and/or logo.

Sponsorship Changes:

Advertising Taxation Concerns: Evans and Ms. Ostendorf briefed the board on advertising revenue taxing exposures related to the new sponsorship program. Evans will send a sample of the brochure to the CPA who does the organization's taxes and ask for an opinion. Ms. Ostendorf has developed a proposed advertising rate structure for advertising space in the Member Handbook. Having these costs in place will provide some income/expense criteria for the CPA to use when preparing future tax returns.

Brochure for NGPA Sponsorships: Ms. Marrocco asked board members to review the most recent file containing the updated brochure and to provide the office with feedback and corrections. Two corrections were noted. Evans will follow up.

Membership Update:

Renewals/New Members: Evans reported a total of 9 renewals since the last board meeting. Four came from the South, four from the Eastern Region and one International. NGPA currently has 7 corporate members and 83 government members. Ms. Marrocco and Evans reported on two additional government members who have begun processing their renewal applications.

Recruitment Efforts: Ms. Messina and Ms. Ostendorf reported that they have begun email follow up from the potential membership roster provided by Ms. Marrocco. No results have been reported as of this date. Ms. Marrocco encouraged everyone to pursue persons on that list that they may have some knowledge of.

Member Hardship: Ms. Messina reported that she has received a request from Gerlinda Williams for a reduced conference rate. Ms. Williams' agency is not paying her travel nor her conference registration fees but is maintaining her membership. She has been unable to attend recently. She will be retiring within the next few months and is requesting that the board approve a "retiree" registration for her to make the attendance more affordable.

Motion: Mr. Beto moved and Ms. Ostendorf seconded a motion to approve Ms. Williams' request and that she be allowed to register as a "retiree" attendant at this year's conference. The motion was accepted.

ListServ Update: Evans reported that the webmaster confirms that the software currently being used for the NGPA website will support a Forum. To set it up would require approximately \$70 in technical fees. The webmaster strongly encouraged that someone be appointed within the organization to be responsible for monitoring and censoring posts. It was also noted that the Forum would provide an archive feature to retain posts. It can also be password protected for access.

There was also a general discussion relative to establishment of a ListServ so that posted messages appeared as an email message to subscribers. It was noted that the organization would have to make provisions to approve/disapprove subscribers and would need to have policies and procedures in place that would protect the organization should posts make it through that might have an adverse effect on the organization, members or corporate entities. Evans will follow up with the webmaster to see if a ListServ is possible with the existing software and associated costs.

Strategic Planning: Ms. Belisle and Ms. Marrocco led the group through a discussion of the Executive Summary, Organizational Description, Mission and Vision, Strengths, Weaknesses, Opportunities & Threats, Goals and Strategies and Goal #1. Several suggestions were offered. Board members were encouraged to provide Ms. Belisle with their comments and changes to the aforementioned sections by Friday of this week. Suggestions and changes for the action items to be considered at the next conference call should be provided to Ms. Belisle by Friday of next week.

Regional Director Updates: none

Next Meeting: The next board conference call will be held at 2:00 p.m. Central time on Wednesday, September 5, 2007. Action items prior to that meeting include Goals 2, 3 and 4 of the Strategic Plan and New Member Recruitment.

Announcements: None

Adjournment -- There being no further business or announcements, Ms. Marrocco adjourned the meeting at 3:36 P.M. CDST.

Respectfully Submitted,

Approved _____/_____/_____

Lamar Evans, Secretariat

Audrey Marrocco, President 2006-2007