

**National Government Publishing Association  
Board Meeting Minutes  
June 11, 2008**

In attendance, Audrey Marrocco -- PA, President , Ragina Ostendorf -- IA, Corporate Liaison, Eastern Regional Director, Richard Beto -- TX, Vice President, Dan Swisher -- WA, Treasurer and Ronny Fore -- MS, Southern Regional Director. Guests included Joe Tucker, Nominations Committee Chair, Jean-Luc Devis and Kathy Forbes from Washington State Printing and Susie Barthel, 2009 Conference Committee Chair. Lamar Evans represented Association Management Systems, Inc.

**Call to Order.** A quorum being announced, the meeting was called to order at 2:04 p.m. Central Time with Ms. Marrocco presiding.

**Minutes:** Minutes from the May 14, 2008, board meeting were distributed previously by e-mail. Ms. Marrocco asked for changes and/or corrections.

**Motion:** Mr. Beto moved and Ms. Ostendorf seconded a motion to approve the minutes from the May 14, 2008, meeting as submitted and reviewed. The motion was accepted.

**2008 Conference Planning:** Mr. Swisher and Mr. Devis reviewed recent changes to the speakers schedule and recent sponsorship acquisitions. It was noted that \$31,000 in sponsorship has been deposited with another \$5,000 out on invoice. A number of issues relating to the budget were also discussed. The pre-registration promotional package is to be mailed on the 16<sup>th</sup> of June. Mr. Swisher will send the package out to the board for review and comment prior to the mailing. It was reported that the anticipated speaker expenses will exceed the budgeted amount. It was also reported that the host committee would prefer to not have a hospitality suite during the conference due to state law requirements and added expenses.

**Motion:** Ms. Ostendorf moved and Mr. Beto seconded a motion to amend the budget by deleting the hospitality suite expense and adding an amount equal to the hospitality suite line item to the speaker expense line item. The motion was accepted.

There was consensus that a daily registration fee would be an excellent way to increase local attendance. There was consensus that corporate sponsors could register additional delegates on a daily basis if they desired. There was a budget discussion relative to increasing food and beverage events. There was consensus that these upgrades and additions could be made later should attendance and sponsorship warrant.

**Financial Update:** Evans reported that the organization currently has \$55,243 in cash accounts and \$4,600 in accounts receivable for total assets of \$59,843. He noted that this is more than the organization had in cash assets at the same time last year however the change in sponsorships has generated income earlier in the fiscal year. He reported that the organization currently has a \$36,900 debt obligation to the hotel for the upcoming

conferences and that a reserve should be held in place to secure that payment. Based on projections for the remainder of the year, Evans estimates a decrease in membership and conference attendance income and an increase in both administrative and conference expenses. These changes are projected to use about \$10,000 of the association's reserves by year's end. The organization has generated \$48,400 of income year-to-date with \$41,500 of that in conference income and incurred expenses totaling \$13,547 with a year-to-date net income of \$34,857.

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

**Membership Update:** Evans reported no change in NGPA membership since the last report. He did note that no new members have been recruited thus far this year. If that trend continues membership income will reach about 50% of projections by year's end.

**2009 Conference Planning:** This agenda item was held for later discussions.

#### **Committee Updates:**

Website Committee: Mr. Beto reported that his staff has created an NGPA listserv and has beta-tested the system recently. There were discussions surrounding the future purpose of the listserv and who might be invited to participate. There was consensus that only government members will be invited to participate in the listserv.

Nominations Elections Committee: Mr. Tucker reported that almost every elected position on the board of directors must be replaced this year. Mr. Swisher is set to become the vice-president however Mr. Beto, Ms. Ostendorf, Mr. Fore and Mr. Krist have all indicated that they will not seek board positions. Mr. Tucker suggested the board consider the possibility of holding future conferences and possibly a merger with other similar organizations, such as the IPMA. He did note that the IPMA board of directors recently discussed the possibility of hosting a joint conference with NGPA. There was consensus that board members will consider the organization's future options for later discussions and will assist in the effort of finding members who are willing to serve the organization in elected positions. Mr. Tucker asked for their assistance now in that he will not likely be allowed to travel to this year's conference and will not be able to recruit candidates during the event.

Strategic Planning Committee: No report.

Corporate Liaison: No report.

Resolutions: No report

#### **Other Business**

**Honorary Life Deceased Designation:** Mr. Fore reported that long-time NGPA member Randal Gardner died last evening.

**Motion:** Mr. Fore moved and Ms. Ostendorf seconded a motion to designate Randal Gardner as an Honorary Life Deceased member. The motion was accepted.

**Next Meeting:** The board set July 30 at 2:00 p.m. Central time as the next board call.

**Adjournment:** There being no further business or announcements, Ms. Marrocco adjourned the meeting at 4:05 p.m.

Respectfully Submitted,

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

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Lamar Evans, Secretariat

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Audrey Marrocco, President