

**PNBA Board of Directors Retreat
McMenamins Edgefield, Troutdale, OR
Sunday, January 27, 2013**

Board Members present:

Karla Nelson, President
Tegan Tigani, Vice-President
Brad Smith, Secretary / Treasurer (*arrived at 1:20 pm*)
Jamil Zaidi, Past-President
Maggie Freitag - Parnassus Books
Leigh Ann Giles - Western AS Bookstore
Becky Milner - Vintage Books
Courtney Payne - Chronicle Books
Susan Richmond - Inklings Bookshop

Staff present:

Thom Chambliss, Exec. Dir.
Larry West, Exec. Asst. & Bookkeeper

President's Welcome & Introductions

Karla called the meeting to order at 1:00 pm. She welcomed the Board to the Retreat and asked everyone present to introduce themselves and talk a bit about what they were currently reading.

Secretary/Treasurer's Report and Approval of the Minutes

Brad had not yet arrived, so Larry presented the Secretary / Treasurer's Report

Maggie moved to accept the Minutes of the Fall 2012 Board Meeting as presented. Becky seconded the motion. A vote was taken and the motion passed with no opposition.

LeighAnn moved to accept the Minutes of the e-mail meeting of December 6, 2012 as presented. Maggie seconded the motion. A vote was taken and the motion passed with no opposition.

Larry recapped his Bookkeeper's Report for the Board. He reported that we had budgeted for a \$33,800 loss for the year but that, happily, we were going to end up the year approximately \$12,000 in the black. The reason for this was higher Holiday Catalog and Drayage income than budgeted and lower Trade Show and Holiday Catalog expenses. He reported that his original report had shown an Account Receivable's balance at the end of 2012 of \$51,000. This figure was quite high, but payments in January had brought it down to a much more typical balance of \$18,500.

He reported that our assets at the end of 2012 would be approximately \$347,700.

He reported that in the fall we had set up an account with PayPal and were using it to make it easier for our members to pay for dues renewals via credit card. The system seemed to be working well and was costing us no more than AMEX or some of our VISA processing.

His one concern for the coming year was that NW New Title Preview advertising in January was way down compared to last year. This could be a fluke or it may be an indication that advertising revenue may be harder to come by in 2013.

LeighAnn moved to accept the Financial Report as presented. Susan seconded the motion. A vote was taken and the motion passed with no opposition.

Executive Director's Report

Thom asked if anyone had any questions or comments about his written report to the Board. Tegan said she likes what NW Booklovers is doing to promote the Awards. Brad asked if we do more to promote our Awards than the other Regionals. Thom said yes, primarily because none of the other Associations have a consumer oriented blog. Courtney said she thought that NW Booklovers was very important to the Awards.

Education Committee Report

Thom reported that we do much more educational programming than any of the other Regionals and would continue to do so. The Board discussed the dates for the upcoming 2013 & 2014 shows and talked about possible conflicts with library shows, public book shows and other Regional shows.

Book Awards Committee Report

Tegan reported that the Award's process worked well this year and the committee really liked the earlier cut-off date. They felt much less rushed to complete their reading prior to the fall meeting. She said that Christine Deavel of Open Books in Seattle had agreed to chair the Committee for the coming year. Tegan presented a list of 2013 Committee members for the Board's approval.

There was a question as to why there was no children's award this year and Tegan said that there was just no children's book that rose to the top, in contrast to the other books they had to review. A discussion followed of the pros and cons of having specific categories for the Awards each year. Tegan said that Committees for years had discussed this issue and always rejected having specific categories because it was too limiting for a regional award.

Karla asked if e-books were eligible for a Book Award. Tegan and Thom said that e-books were not eligible for an Award.

Literacy Committee Report

Maggie reported that the Association gave out \$1200 in matching literacy grants in 2012. This was a very low figure and showed that something about the program was not working. The Board needs to discuss this issue and decide if the current program can be improved or does some new method of distributing literacy funds need to be found.

Holiday Catalog Report

Thom recapped Brian's written report to the Board. We received lots of titles from Hachette again this year. That was good, but if they ever cut back, the Catalog will take a big revenue hit. Tegan asked some questions about the web version of the Catalog that is proposed for 2013. Susan wondered if we could supply stores with annual sales comparisons. Brad thought it would be helpful if we supplied a list of the top 20 sellers from the Catalog each year. Thom said staff would discuss those possibilities. The Board felt that having another Holiday Catalog educational session at the Fall Show would be desirable.

Potential Interim Executive Directors

Thom presented his annual list of people who had agreed to fill-in as Executive Director if he were ever unable to fulfill that position. He pointed out that Tegan had agreed to have her name added to the list this year.

Becky moved to accept the list of potential interim Executive Directors as presented. Courtney seconded the motion. A vote was taken and the motion passed with no opposition.

Old Business

Board Nominations

Jamil presented a list of potential candidates for the open position on the Board. He said he had not yet spoken to any of the people on the list about their willingness to serve. He thought the Board should discuss the list, decide on their three top choices and then he would contact them to see if one of them would be willing to run for the position. He felt that the new Board member should be someone who would be good at helping to select a new ED, when the time comes. There followed a lengthy discussion of the individuals on the list and on the importance of balancing the Board by gender, geography or store size. The final prioritized short-list is as follows:

Jack Wolcott - Grass Roots Books & Music (Corvallis, OR)

Sally McPherson - Broadway Books (Portland, OR)

Sarah Hedrich - Iconoclast Books (Ketchum, ID)

Jamil said he would contact Jack and if he declined, he would work his way down the list.

Committee Appointments

Awards Committee: Board, informally, approved the list of new members.

Education Committee: no changes. Thom explained how the Committee works.

Literacy Committee: no changes.

2013 Spring Meeting Options and ABA request

Thom announced the the ABA will hold their Regional Forum on Thursday, April 4th at Elliott Bay Bookstore in Seattle. He felt that holding any kind of author event connected with this meeting would be a problem and advised against planning anything. He also said that having a Board meeting that day might be a problem because it could not begin until around 3 pm and Elliott Bay had no private room large enough for a Board meeting. After much discussion, the Board instructed Thom to find a meeting room somewhere close to Elliott Bay and to schedule the Spring Board meeting to run from 3:00 to 7:00 pm on April 4th.

3:50 pm - Break for ten minutes.

Executive Director's Annual Contract Review (Board only)

The Board adjourned and re-convened in private session, with no staff present, to conduct the Executive Director's annual review.

Meeting minutes by Larry West.

Approved by Brad Smith, Secretary / Treasurer

Signed _____ Date _____