

Nebraska Blind Vendor's Committee Meeting
4600 Valley RD, Suite 100
Lincoln, NE 68510
March 6, 2014

Meeting Called To Order by Chair Sandy Alvarado at 1:20 PM:

Board Members in Attendance:
Chair: Sandy Alvarado
Vice-Chair: Todd Shumaker- Telephonically
Victor Ireland
Chris Nolan

Vendors in attendance: Dave Johnson – Telephonically

NCBVI Staff in attendance:
Deputy Director, Carlos Servan
Jan Stokebrand
Don Ward

APPROVAL OF MINUTES:

Motion was made by Victor Ireland to approve the minutes from the last meeting on Dec. 6, 2013 as distributed. Seconded by Chris Nolan. Motion passed.

Jan Stokebrand suggested sending a thank you to the Center Staff and students for preparing our lunch and providing the opportunity to speak about the NBE program. Sandy Alvarado agreed; and, as the Committee Chair, she will send the thank you.

EXECUTIVE REPORT:

Report from Carlos Servan, NCBVI Deputy Director –VR Services:

Secretary's note: Below is the report given by Carlos. When comments or questions were made a () will enclose the additional comments/questions.

NBE Quarterly Report, March 2014

First, we were sad to report that Randy Swanson passed away in January. He was with the program for 33 years and will be missed. We announced the availability of his site to current vendors but no one showed interest.

We have subcontracted Randy's site while we look for a new vendor. We have several candidates available as new vendors for the Omaha area.

(Todd Shumaker had a question: Did the subcontractor buy Randy's inventory from NBE? Carlos Servan stated that the commission will pay Randy's estate for the inventory, and the subcontractor will buy their own inventory.)

Don met with the V.A. Medical Center in Lincoln, to look at new opportunities with them. We are working with them to operate a new cafeteria as well as the vending machines. (Carlos stated we have a verbal agreement with them at this time. He will continue to be diligent and make sure in the final written agreement we have the vending for the site as well.)

We have been working on a new state property at 1526 K Street in Lincoln, which we should hear about in the next week.

Still trying to get a contract for the canteen at the National Guard in Lincoln, and we have a new opportunity with the Department of Agriculture that could bring us several new locations across the state.

(Carlos explained more about this: The Department of Agriculture does have several offices, but most of the time the offices are closed because the employees are out in the field. The number of employees at most locations doesn't meet the minimum 100 criteria for Randolph-Sheppard.)

We have recently received a letter offering a two year renewal of our contract at the State Office Building.

We recently had a meeting with the National Guard at Camp Ashland. They are happy with our services and expect to offer a 5 year renewal of our contract.

We are expecting to start installing the new machines on I-80 by April. This project will take around six months.

Carlos mentioned that Don Ward attended SAGE Brush, the Randolph-Sheppard Vendors of America – NBE Program Training Conference, from Feb 18 to Feb. 22. Carlos continued that in the near future he and Don will attend BLAST in Texas. Sandy Alvarado stated she would also attend BLAST. Carlos encourages all vendors to consider attending but make a decision soon to get reservations. The Business Leadership and Superior Training Conference will be held in November.

REPORT FROM THE COMMITTEE CHAIR, Sandy Alvarado:

Sandy mentioned she attended the memorial service for Randy Swanson and said a few words about Randy at this time.

Sandy also reported that she had contacted a few vendors about the unassigned set aside funds. She had explained the options to be considered. Non-assigned monies received from sub-contractors can be used for vendor retirement, pensions, health insurance or paid vacation. Monies could be used to supplement a vendor's income if their income is below the average of Nebraska vendors in the program. The committee will need approval of the majority of vendors to make a final decision. Sandy Alvarado stated that Antonio Aguilar also tried to contact all vendors to inform them of the options for the use of said monies. It was mentioned that \$1,200 dollars is the total of non-assigned monies received for last year.

At this point, committee members began discussing the current retirement plan. Sandy and Todd both mentioned how difficult it has been to get accurate information from the current manager of our plan. Carlos then mentioned that he has contacted another person about retirement plans to see if there may be a better option than our current plan. The general consensus was to table this discussion until the next meeting where we will invite both parties to speak and make a more informed choice at that time.

Sandy completed her report saying that she also asked vendors about the individual hands on training they would like set up in the future. Don commented that training will take place but no definite times have been set up at this time. These training sessions will occur across the state.

UPDATE ON VENDORS:

Kris Hahn is a sub-contractor for Randy's site. Marty Borges is a sub-contractor for the Hastings post office and a few vending sites in Hastings.

Timely and accurate profit/loss submissions /Jan Stokebrand's Report:

The vendors are submitting timely reports and payments of set aside. We are working with the vendors who are past due, as a result of illness and surgery.

RETREAT PLANNING:

Sandy contacted the Fairfield Hotel in Grand Island and asked about available dates for the NBE Retreat. She spoke with a very helpful person named Cheryl. This person had been contacted by Howard already, but no one had received any information from him. After a brief discussion of what they could provide and available dates, Victor moved that we have the retreat at the Fairfield Hotel in Grand Island on Friday, September 19 and Saturday September 20, 2014. The motion was seconded by Chris. Motion passed. Dave Johnson was asked to contact Howard regarding the hotel decision. Sandy asked Carlos about the distance someone would have to travel in order to have a room paid for on Thursday night. He stated that you had to be traveling more than 50 miles for the commission to cover that cost. The commission will pay for Friday nights at the hotel, but not Saturday night, unless someone is traveling from the Scotts Bluff's region. It was also suggested that the vendor's committee meeting will be first thing Friday morning. Carlos asked Sandy to contact Cheryl and confirm the date then have her send him the information to finalize all arrangements. Don will also be included with planning of the retreat with the subcommittee.

Discuss attendance at the 2014 Retreat: The committee reviewed the minutes from the last committee meeting where the sub-committee was determined for planning the retreat. The sub-committee consists of Sandy, Chris, Howard and Antonio. This sub-committee will meet before the next vendor committee meeting to discuss the attendance issue for attending the retreat. For example, will vendors accumulate points for promotion by attending the retreat?

SET DATE FOR NEXT MEETING:

After a brief discussion of what days and time works best for most members, Victor made a motion to hold our next BVC meeting on Saturday, June 7, 2014 starting at 10:00 am with a lunch served at 11:30. It will be held in Lincoln at the NCBVI conference room on the third floor. Motion was seconded by Chris. Motion passed.

ADJOURN:

Chris made a motion for the meeting to be adjourned, it was seconded by Victor. Motion passed.

Respectfully submitted by:
Sandy Alvarado, Chair acting as substitute BVC Secretary