

NAI Region IV August Board Meeting Minutes

Conference Call

1:00 p.m. August 7, 2017

By: Mystina Swaim, Secretary

In attendance: Jay Schneider, Chris Pistole, Mel Harvey, Mystina Swaim, Donna Horton, Tara Humphreys, Rebecca Sellers, Michelle Soenksen, Jerrel Geisler

- Review minutes from last meeting. Minutes from the last meeting were reviewed and accepted.
- **Director's Report** – Jay Schneider
 - New Region Boundaries- does not affect Region Six
 - Jay sits on the Advisory committee and they have been discussing region boundaries. There may be some restructuring of the boundaries since there are some regions that are pretty large and are having trouble meeting.
 - Open Positions: Webmaster and Membership Co-Chair
 - Jeanette is stepping down from Membership Co-chair, Stephen is stepping down from Website
 - If you know anyone that would be interested, get with Jay.
 - Discounts for Executive Board at Nationals – Volunteer Rate
 - National office wants to encourage leadership members to come to national conferences so this year starts new conference rates for executive board members.
 - Do we want to do something like this on the regional level?
 - If any discount for a regional workshop is taken from regional money, it must be voted on by the membership. But if a discount of any kind is built into the workshop budget, it does not require a vote.
 - Oklahoma committee has been discussing this and thought about doing this but are concerned about the effects on our budget.
 - Chris suggested a case-by-case basis depending on our available funds
 - Rebecca thinks it is a good idea for the 2019 conference to help the leaders in the membership
 - Mel suggested the funds coming out of the membership or scholarship funds instead of the workshop funds
 - We may put it to the membership to vote
 - Logo Clothing at Regional Workshop

- We would have to buy it from the national office at their price and then we would resale it at a markup. We will be in charge of the inventory.
- Start with a small inventory of items to test it on the next workshop
- Should we add a t-shirt buying option on the regional workshop registration form?
 - But some of us are using agency funding to attend the workshop and they may not support buying a t-shirt with their funds
 - We could have a button when registering to say you want a t-shirt and will pay for it during check-in at the workshop
 - Will this be a money only transaction or can you use your NAI points? We probably will continue the standard NAI process just like they do at national conference
 - Donna moves that Jay pursues acquiring NAI logo clothing to sell at regional workshops. Chris seconds and motion carries.
- **Deputy Director's Report** – Chris Pistole
 - Learning responsibilities
 - Has been in contact with the planning committees for 2018 Texas workshop and 2019 Kansas workshop
 - Will help with planning the workshops
 - Re-emphasize to the membership Deputy Director's workshop planning responsibilities
 - Be sure to let Chris know when there are conference calls or other planning meetings
 - Donna invited Chris to the December 14th Oklahoma planning committee meeting

Chris has reached out to the workshop planning committees for Texas in 2018 and Kansas in 2019 and below are the reports that Lisa Cole and Rebecca Sellars shared with him. So far he has not been included in any conference calls for the Texas workshop, but Lisa assures him she will send him their meeting times and updates from now on. The Kansas group has not really met yet, but Rebecca is aware that Chris should be included and that his role is to help them plan the event where he can. This seems to be something that regularly is forgotten or not passed along to the planning committees from year to year. He knows for Springfield in 2016 they did not realize they were supposed to include the Deputy Director when they first started meeting. Perhaps this can be re-emphasized more by the board to the membership. Otherwise, planning for both workshops seems to be on track at this time.

2018 Region Six Workshop Committee Report

Co-Chairs Lisa Cole (typing this report) and Elizabeth Bittner

Our committee is working hard, and we've made good progress. The committee met via conference call on June 20, and other business since then has been handled over the phone or by email. Here's a snapshot of where we are:

Programs Chair Katie Raney plans to have our keynote speakers locked down this summer. She's researching two top choices right now:

- Juan Martinez (Director of Leadership Development & the Natural Leaders Network, part of the Children in Nature Network)
- Author Walt Davis (his book on the Texas borderlands might appeal to both nature and historical/cultural interpreters). Pam Tooley knows Walt personally and will connect him and Katie.
- The call for papers will go out in the fall issue of *Visions*. Katie will also send it directly to all members, so hopefully everyone will receive it twice.

The Field Trips Chair is now filled by Pam Tooley. Diane Wetherbee has stepped out of the committee, and in fact indicated she might be stepping away from NAI entirely. Pam has generated a diverse list of potential sites and is working on transportation options. We do need to find Pam some more help on this committee, if anyone knows of someone interested.

Contracts have been signed (by the National office) with the Grapevine Convention Center and our two hotels. We have a contract for our auction site which we are working toward signing. Margo Carlock asked us some very good questions about the contract, and we will work out the answers. Margo indicated she has no issue signing the contract for us, so we anticipate having that set soon.

Sponsorships are promised from several sources:

- City of Lewisville \$500
- Kaser Design \$1,000
- Acorn Naturalist \$500, two \$50 gift certificates, and 200 coupons
- Friends of the Fort Worth Nature Center, likely \$500
- Elm Fork Chapter Master Naturalists, likely \$100
- iZone Imaging, no commitment yet, but very likely
- North Texas Regional Water District, not committed yet
- Hospitality Chair Elizabeth Garzone has been contacting potential food sponsors in the Grapevine area. Still in progress.

The Save the Date info was posted to the Region Six web site by Stephen Brueggerhoff back in June.

The Workshop Committee will have another telephone meeting in mid August.

Report from Rebecca Sellers in Kansas about the 2019 workshop:

The co-chairs are myself and Amanda Alessi, who works with me here at GPNC. We have assembled a team of about 12 interpreters and informal educators from both the Wichita area and Kansas itself to be on the committee. We are planning to have a meeting on Monday, August 28th to start planning, and also to tour the possible hotel/venue sites. Our Visit Wichita representative has been phenomenal at helping us so far and we're really excited about what they can offer us for the workshop itself. I know I need to touch base with Michelle at NAI before that meeting about what sorts of things NAI requires.

- **Secretary's Report** – Mystina Swaim
 - Assisted Lauren in research for past NAI Region 6 awards
 - Helped Lauren dig up secretary minutes from past years to help her with her awards research.
 - Would like to make board meeting minutes available for the membership if board agrees – discussion
 - We like the idea of sending to membership
 - They should be approved with each board member via email before being available to the membership.
 - We can put a link in the newsletter so members can access them
 - We will make minutes from the past few years to be available
- **Treasurer's Report** – Mel Harvey
 - Balance: around \$29,867.44 as of June 30, 2017
 - 2nd Quarter – around \$29,867.44 was the balance as of June 30, 2017 and everything from Rogers is now complete. Mel discussed the balancing issues she and many other Treasurers have. \$3,800 is already paid out to the Grapevine Convention Center so money is already coming out for TX.
 - Mel has contacted treasurers from other regions and everyone handles their budget differently
 - Rogers Workshop final status
 - \$4,900 was made as a profit and \$5009.70 was raised during the auction for financial aid scholarships! However, we spent a little more giving out scholarships and printing extra plaques so we basically broke even, which is a good thing.
 - Scholarship disbursements
 - \$3221 for student scholarships and \$1190 was paid out for financial aid, totaling \$4411 given out this year.
 - Proposed 2018 budget
 - The TX workshop budget is still being worked out and will be submitted by the team to National soon, so a little may change, but not by much.
 - Mel has not submitted the regional budget yet, so please let her know if there are any needed changes.
 - Our fiscal year that we go by is from April to April. Every region is different. National considers a calendar year for the fiscal year

- Our budget at the end of the fiscal year should be a surplus or a 0.
- **Awards Chair's Report** – Lauren Marshall
 - Updated the 2017 Regional Award Categories
 - Updated the 2017 Regional Award Categories to reflect the same awards offered on a national level.
 - 2017 Award categories were sent to Katie and Stephen so they can help distribute them online
 - Emailed updated 2017 Award Categories to Katie and Stephen so they can help distribute them online
 - “Hit by a bus” plan
 - “Hit by a bus” plan is still in the scratch pad phases but hope to have a folder with contact numbers, award committee contacts, etc. to present to the board in Feb. 2018.
 - Looking for a new award committee member to represent AR
 - Looking for a new award committee member to represent AR. If you have any recommendations please let Lauren know or give them her contact info.
 - Looking forward to lots of nominations this year
- **Election Chair's Report** – Robin Gabe
 - Bylaws were accepted to change the executive board service terms
 - No elections are needed this year
- **Membership Chair's Report**
 - No report given. Jeanette will be stepping down.
- **Newsletter Editors' Report** – Jerrel Geisler
- **Scholarship and Professional Development Chair's Report** – Rebecca Sellers
 - National conference scholarship application period is closed
 - One available for a professional and one for a student
 - We received one student application and 3 professional applications for the National conference which will all be judged by the scholarship committee this month
 - More advertising needs to be done next year
 - We posted it on our website and through our Facebook group. Next year, more advertising and reminders including direct e-mails will be needed.
 - Professional Development scholarships have been put on hold for now to ensure adequate funds available
 - Rebecca has put the Professional Development scholarships on hold for now while she sorts out the application process and confirm that we have adequate funds available for those scholarships.
 - Student scholarships for the Regional workshop will be available around September 15th – October 31st.

- Adding funding options to reimburse NAI certification trainings
- **Website Report** – Stephen Brueggerhoff
 - No report given
- **Arkansas State Report** – Don Simons
 - No report given
- **Kansas State Report** – Pat Silovsky
 - No report given
- **Louisiana State Report** – Rusty Scarborough
 - No report given
- **Missouri State Report** – Michelle Soenksen
 - Missouri State Parks celebrating 100 years
 - Solar eclipse happening this month and a lot of state parks are in the path of totality
- **Oklahoma State Report** – Donna Horton
 - The workshop planning committee met July 27th to discuss 2020 conference and chose Bartlesville, OK
 - Will this coincide with Texas' meeting? Tara reports that it will not. Their meeting was changed just that one time.
- **Texas State Report** – Tara Humphreys
 - Conference planning
 - The call for presentations will be out sometime in September
- **New Business**
 - An update on the book of poetry was given. No change since the last report.
 - No new business that wasn't discussed above
 - 866 region 6 members at this point, we are growing!!! 😊
- Next Board meeting – Sunday, February 25, 2018 at 3pm at the Grapevine, TX workshop
- Adjourned at 2:24pm.