



## Great Lakes Region 4 Regional Board Meeting January 13, 2017

Present: Deb Nofzinger, Bob Dispenza, Dorothy McLeer, Jill Vance, Cookie Ferguson, Aaron Douglass, Nora Sindelar, Becky Parkin, Renell Roebuck, Jennifer McDowell, Jenn Kirts

Absent: Liz Emerson, Kelly Bentley, Amy Gregg

Called to order at 9:25am on January 13, 2017.

### Director's Report – Deb Nofzinger

- Attended the National Interpretive Workshop in Corpus Christi.  
The **Advisory Council (AC)** is checking to see if each Organizational Unit (OU) is meeting their core services commitment. If those core services are not being supplied, you are not fulfilling your duties as an OU and National is dissolving those units. This year, they dissolved the Cultural Interpretation of Native Peoples (CINP). Two people from this unit sat in on the meeting and are now working to begin the process of reinstating the OU. They will be mentored by the AC to become a new OU. They may connect with already existing OUs or another newly developing one to limit duplication of services.
- The National Board has now changed – Jay Miller, President; Theresa Coble, VP of Administration; Brad Block, Board Member; Terry Joyce, Board Member; Mary Loan, Board Member
- There was a really powerful presentation about Tilden. You can find it on NAI's home page.
- “Telling Everyone's Story – NAI's Commitment to Diversity” – NAI National put together this statement that goes through their position on diversity.
- They are continuing the effort to bring everything together, both regionally and nationally, as far as funds, programs, trainings, etc. We are one of the strongest OUs in NAI – we have the highest membership and the second highest fund balance.
- At the Region 4 OU meeting at Nationals, Vicki Basman brought up whether Region 4 should make a contribution to the Legacy Fund for paying off the mortgage for the National Office.
  - Options proposed by Travis Williams
    - Choice 1: Do nothing
    - Choice 2: Designate funds from a RIW. This is “new” money and would make an impact just as a donation as well as demonstrating leadership as an OU.
    - Choice 3: Transfer funds we already have. Less financial impact but still a leadership choice.
  - Discussion focused on whether the Region should make the donation or whether we should ask individual members to support the Legacy Fund.
    - Consensus centered around asking members to make individual donations as this will create buy-in. We will focus on 100% participation by the board
    - The Region 4 Board in attendance has agreed to make donations to the Legacy Fund to demonstrate support.

- Deb will send the request to the board along with the minutes, then she will send information to Aaron Douglass who will send it out in the Four Thought after RIW.
  - After a set time period, we will send a list of donors and a thank you to all of those Region 4 members who donated to the Legacy Fund.
- All OUs have a OneDrive file. This allows all OUs to view and have access to files from other regions. Deb Nofzinger is in charge of this now as part of her member services responsibilities for the Advisory Council. She will place all of our documents on OneDrive – minutes, regional workshop files, etc.
- The National Board is starting to make donations to NAI to be able to tell donors that they have 100% support from the Board. This is something we should consider as the board of Region 4.
- Deb Nofzinger has set up a PayPal Account. She will work with Ways and Means and Communications to have it up and running by RIW – this will allow us to set up an online store and will simplify the Auction money handling and record keeping. We have to sort out what we're going to do with shipping and tax.
- Officer and Committee Chair Terms are supposed to be 3 years.
  - Executive Board is currently on 2 year cycles – Deb Nofzinger will talk with Paul Caputo to figure out how to move to 3 year rotations.
  - We also need to figure out how to stagger elections, right now Director, Deputy Director, Secretary and Treasurer are all on the same terms. Typically Director and Deputy Director would be paired while Secretary and Treasurer were paired.
  - Committee Chair term limits are 2 three-year terms. Jenn Kirts updated the contact list to reflect terms completed and term deadlines.
  - Discussion on replacing Dorothy and Amy on the Students Involvement Committee.
- Advisory Council has set a September 1<sup>st</sup> Budget Deadline for OUs. That means committees need to get stuff to Deb Nofzinger by August. If there is anything big we want to work on for 2018, we need to bring it up now.

### **Deputy Director's Report – Jennifer McDowell**

- Reviewed the 2016 RIW Feedback.
  - 18% had not previously attended an RIW
  - Some discussion of the Auction layout and management to see how to run it most effectively. No decision made.
  - Award night – Maybe we should reduce the requirements for submission so three different letters are not needed. We want to maintain the rigor of the requirements, but perhaps decrease the number of letters required.
  - Lots of good suggestions for ideas and improvements.
- **Ontario – RIW 2017**
  - Check passports or passport card.
  - Staying at a Holiday Inn in St. Catharine's. It is now online and registration is available.
  - Passed contact information for Committee Chairs to the RIW Committee – hopefully they will reach out soon. Perhaps you should reach out to the committee to talk with them about your needs for the RIW.
  - Dan placed online registration on the website yesterday.
  - Exploring the possibility of taking a bus to Canada. We decided no bus. Jen McDowell send info to Aaron Douglass (Four thought) and Dan (website) about no bus.
  - What currency will we use for the Auction? Jill should talk to Shiela Weeby when we were in Canada last time. She received an answer saying we needed to operate in Canadian currency.
- **Michigan – RIW 2018**

- Maureen Stine cannot be the chair any longer. Jen McDowell reached out to a lot of people in MI, and there are a number of people interested in helping, but they don't want to be the chairs.
  - James Dake will be the mobiles chair.
  - Still looking for a committee chair.
- **Indiana – RIW 2019**
  - Several people willing to be a committee member, but not a chair. Looking at the South Bend area.
- **Ohio – RIW 2020**
  - Becky Parking and Renell Roebuck have expressed interest in chairing.
- **Cleveland has put in a bid for a National Conference**
  - We may not have a regional in the same calendar year as National. We should have the decision by National by the next phone conference.
- **Ontario folks are interested in doing conferences every other cycle.** We are fine with this.
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#### **Treasurer's Report -Bob Dispenza**

- **2016 Budget** (income and expenses) – We did well this year. We have a little less funds than last year, but that's because we have chosen to provide more services (scholarships) to our members.
- **2017 Budget Planning** – This was due in September so Bob and Deb submitted it.
  - Total anticipated income: \$43,440
  - Total anticipated expenses: \$43,440
  - We need to include the cost of the free dinners for award winners and then deducted from that committee's account.
- **2018 Budget Planning – Table until Operational Planning Discussion**
  - Deb will need budget stuff by August 15, 2017 for 2018.

#### **Secretary's Report – Jenn Kirts**

- The Board needs to submit their Code of Ethics to Jenn Kirts before you leave today.
- Will continue to submit minutes to Dan for the website and will also post them on OneDrive.

#### **Committee Discussions/Reports**

- Ways and Means – Nora Sindelair & Becky Parkin
  - Our store will be going online.
  - Our t-shirts was a big thing this year. It worked really well and the money we spent was re-cooperated at RIW.
  - Our interpretive booklets are very popular. We need to make some new ones.
    - Hold a session at RIW or put half-sheets on the table at meals for ideas.
- Membership – Renell Roebuck
  - Gave away 4 complimentary memberships last year.
  - Re-worked things and will get the application out and finalize recipients by June.
  - Needs more members for the committee.

#### **Transitioned to SWOT and Operational Planning**

- Discussion on providing a discount for presenters at the RIW.
  - Deb moved to set aside \$500 annually to be divided among the presenters at an RIW for discounts on their registration to not exceed \$20 per person. Jenn Kirts seconded the motion. Motion passed. This will start in 2018.

- Jenn McDowell moved to eliminate the position of regional reporters. Bob Dispenza seconded. Motion passed.

## Returned to Committee Chairs

- Archives – Cookie Ferguson
  - Received some items from RIVW. Sent it down to Ball State.
  - Need to pay Ball State. Cookie Ferguson will send information to Bob Dispenza for payment.
- Awards – Liz Emerson
  - Requested same budget as 2016.
  - Nomination deadline is February 1<sup>st</sup>. They have not yet received any nominations.
  - Adjusted forms to match the national nomination form.
  - Marie Laudeman from Pokagon is a new committee member. Laurel Zoet is considering taking over as chair and will make a decision this summer. If she declines, Liz will submit an article to the FourThought seeking a chair.
  - Brain storming on the Awards Ceremony.
- Interpretive Project Grants – Kelly Bentley
  - We haven't heard from her so Jen McDowell provided an update based on her last email.
  - Received 15 grant applications, chose 4 recipients.
    - Great Parks of Hamilton County – Nocturnal Adventures \$1,000
    - IDR Upper Wabash Interpretive Services Friends Group – Educational Native Plants and Solar Energy Display \$750
    - Cleveland Botanical Garden – \$750
    - Nature on the Go LLC – What's in my Watershed Enhancement \$500
- Communications - Aaron Douglass
  - We've talked about this committee a lot – dissolved regional reporters, seeking additional submissions
  - Mail Chimp is working well. It's free up to 4,000 people and we're at 2,000 right now.
  - Aaron's last name is spelled with two "s" 😊
- Scholarships – Jill Vance
  - Auction funds will be carried out in Canadian dollars. At the end of the workshop we have to take it to a bank and get it exchanged. Deb will explore this in more detail.
  - Scholarship application for RIVW went up on the website. It recently disappeared from the website, but is now back up there. The deadline is February 16, 2017.
  - Professional development scholarship should be ready to go by Regional Workshop. This will be a \$300 scholarship.
  - Szabo-Weaver Academic Scholarship should be brought back in the 2017-2018 school year. Jill suggests this goes to the Student Involvement Committee as it is a better fit. We need to allocate \$1,025 for it. This was moved and passed last year.
    - Deb moved that we transfer the administration of the Szabo-Weaver Scholarship from the Scholarship Committee to Student Involvement Committee. Bob seconded. Motion passed.
    - The application will be updated. It will be released in March and due May 1. It will be given in August. We will review the application at the March Conference Call.
    - Jenn McDowell moved to Szabo-Weaver Scholarship disbursements will be made payable to the academic institution where the student is enrolled. The money should be applied to that student's account. Seconded by Bob. Motion passed.
    - Dorothy and Amy will submit a 40 Second Fourthought about recruiting committee members.

- We need to determine scholarship amounts for 2018.
  - \$2,729.26 is available. Recommended spending \$2,750.
    - (1) \$300 Professional Development
    - (1) \$750 National Interpretive Workshop
    - (5) \$340 Regional Interpretive Workshop
  - Deb moved that we accept the scholarships listed above. Jenn Kirts seconded. Motion passed.
- Student Involvement-Dorothy McLeer and Amy Gregg
  - Working on recruiting students to come to RIW. Working to make contact with colleges with interpretive programs. Contacted Rick Stronks regarding student interns from Canada.
  - Lots of new things added today. See above for details.

### **2017 Conference Call Schedule**

- March 1 at 2pm
- July 6 at 2pm
- October 12 at 2pm
- January 11 (Exec Boards 12-5pm) and January 12 (Full Board) for meeting at Pokagon State Park in Indiana.

### **Final Budget Check/Changes and Approval**

- Plan the IPG Budget review in a future meeting
- Dispersement for mileage from NAI – Website – Resources, NAI Admin Documents, Organizational Unit Resources, Reimbursement Form

**Meeting Adjourned at 3:25pm**