

NAI Great Lakes Region 4 Annual Meeting 2021
Executive Board Meeting Agenda
January 13, 2019
1:00PM EST
Zoom

Present: Deb Nofzinger, Jennifer McDowell, Bob Dispenza, Renell Roebuck, Mandy Martin, and Jenn Kirts

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- **Director's Report –Debbie Nofzinger**

- National Updates

- Advisory Council (consists of all of the Directors of the Communities of NAI) meetings have started up again. We were doing monthly meetings prior to COVID, and took a break until a couple of months ago. Deb is involved in the Board Meetings for this Council.
 - NAI has a new Executive Director – Milward Simpson. He has had a couple of opportunities to meet him – a fireside chat via Zoom and attended the National Conference. He seems fun, energetic, and ready to hit the ground running. He is working from Wyoming right now, Deb is uncertain whether he will work remotely or will eventually work from Colorado. He's been present on a number of meetings thus far. We are hoping he will join the RIW at some point, as will some other leadership from the National office.
 - Amy Rell, from Region 4, is an Advisory Council Representative on the National Board and is working on a Policy and Procedures Manual for all Communities (Regions and Sections). At the beginning of the current Region 4 Policy and Procedure Manual, we have two sections, the National one and the Regional one. We will be working at combining these to a single manual. The final version from national may go to the board for approval next month and then it will be distributed through the communities. Deb will see if we need to submit our final version to national.
 - Code of Ethics/Conflict of Interest Form – Only the Executive Board needs to sign this now. Jenn Kirts provided that via the chat. **The Executive Board will print, sign and send to Mandy Martin who will send it to National.**
 - Deb has to provide a list of core services and budget needs to be submitted to National by March 1. We will address this at the full board meeting on January 21, 2021. At the National level, an effort is being made to create a “plug and chug” form to standardize it across Communities. Ultimately, there needs to be more transparency and communication between Communities and the National office regarding flow of dollars.
 - Paul Caputo and the Advisory Committee is working to get more information onto the National Webpage for members and Communities. This includes information that is stored on the OneDrive. Also, Deb will be working on a training video for treasurers to update that information,

- she has already done a Director video. Similarly, they're working to developing other resources for Communities.
 - Scholarships and Grants from all Communities will be listed on the National website.
 - Region 9 has set up an online store through a third party. We will explore whether this is an option for us.
 - Deb will re-send a copy of the Strategic Plan so people can report at the January 21 meeting where we are with that.
- **Deputy Director's Report – Jennifer McDowell**
 - 2020 RIW Committee worked hard and were able to get refunds and cancel the workshop.
 - 2021 RIW was scheduled for Grand Rapids, Michigan.
 - They were able to get us out of hotel contracts
 - March 23-25, 2021 – Virtual RIW – Interpreting the Rapids of Change
 - The RIW Committee is: Kaitie Janecke Soltesz, Jeanette Henderson, Terry Trecartin, Melinda Robinett, Joy Funk and Shelia Postmus
 - Half-days in the afternoons
 - There is a promo video on the website
 - \$80 for members, \$115 for non-members, \$50 for student members
 - Hoping registration will go live on the website on January 22
 - Working on a program booklet for people to look at
 - There were 18 session proposals, they accepted pretty much all of them. They are looking for a few more. They are specifically looking for “hot topics” for facilitated discussions. If you have ideas for this, please feel free to reach out to the RIW committee for this.
 - Jen McDowell shared the 2020 booklet with the 2021 committee to potentially use some of those presentations that were scheduled from last year. Some of these focused on accessibility, diversity, etc.
 - Paul Caputo will be using the National Zoom account to support the conference. Jen McDowell will confirm this with Katie tomorrow to be certain they are ready for us.
 - They want to add Zoom Pro for a chat-hall and increase users. Jen McDowell will check on the fee for this. They will be utilizing other organizational Zoom accounts to host meetings. Next week we should discuss if the region needs a Zoom account. It may open opportunities to connect across the region that we have lost over the years. It may be a worthwhile expense for our region. This is approved by the Executive Committee.
 - Jen McDowell just shared the accounting procedures with the RIW committee and Renell today.
 - Keynote is Don Whirling – Navigating the Rapids of Change through 50 Years of Heritage Interpretation.
 - The Auction and Awards are being discussed with those committee chairs.
 - They will try to do some “Behind the Scenes” sessions for host organizations.
 - Late in December, Jen McDowell requested changes for the Region 4 Dashboard on National to Jamie King. Hopefully those changes will be done soon.

- The committee will be discussing sponsors and see if we can still try to get some sponsors for the RIW.
 - The RIW Business Meeting is scheduled for 30 minutes. We should promo National at this time, but there won't be any info from National until Dec. 3, 2021. National will not provide resources for this promo, we will have to create a Save-the-Date slide for them.
- In 2022 we were going to skip the RIW because National will be in our Region. Deb is going to contact the Song Stott, the national coordinator to find out what our obligation and benefits would be for hosting it in our region. Deb will see if we can get an Auction room for Region 4.
- 2023 – Should we pursue Ontario or move to Indiana as planned?
 - Discussion was that we should host in Indiana to make it more accessible for most of the region.
 - This may also be a good time to reformat the workshop to reduce costs.
 - We should address this at next week's meeting when we can get more input from other board members. We may develop a committee to examine some of the logistics/costs of the RIW including schedule changes, meal planning, etc.
- When Jen McDowell pulled the list for our Region, the numbers didn't add up membership-wise. She would use this to recruit people who might help with the RIW in 2023. This may be a result of people being "in" our region who are not geographically in our region. **Deb will reach out to National for an answer on this.**
- Treasurer's Report – Bob Dispenza
 - Our only Q2 expenses were the Interpretive Project Grants and comp memberships. We will not have financial report until January 15, 2021. Our end of year balance is \$34,637.62.
 - We try to keep enough money in the budget to pay for a conference. We put this money into a conference and replace it with the money we make from a conference.
 - Bob has not yet Sara at National know that Renell is the new Secretary. Renell will send contact information to Bob who will pass it to Sara.
 - Bob has past paperwork to share with
- Secretary's Report – Jenn Kirts
 - Jenn Kirts and Mandy Martin met in December to train Mandy on Secretary duties. Jenn Kirts is taking notes for this meeting, but then Mandy will take over. Jenn put all Secretary documents on the OneDrive.

Deb reminder:

Make sure for the upcoming meeting that the OneDrive is updated and organized for the next year.

Our full board meeting will be from 8:30am-12pm on January 21, 2021. The Exec team will do a quick review of today's information and then we will go committee by committee for updates. Deb and Jennifer McDowell thanked Bob Dispenza and Jenn Kirts for their service over the last two terms.

Adjourned at 3:34pm EST.