



NAI Region 4 Board Meeting Minutes

January 24, 2014
Pokagon State Park Nature Center, MI

Attendance: Deb Nofzinger, Liz Emerson, Nora Sindelar, Dorothy McLeer, Amy Gregg, Becky Parkin, Jennifer McDowell, Renell Simrau, Jenn Wright, Tim Krynak, Jill Vance, Marquita Manley, Rick Stronks

Absent: Lynnanne Fager; Maureen Stine

Welcome - Jenn Wright

- Thanked Fred Wooley for hosting
- Thanked Tim Krynak and Jill Vance for their excellent service on the executive of Region Four

National News update – Tim Krynak

- New executive director is busy learning the organization
- National office confirms support for Regions
- Restructured national office staff
- Paul Caputo has an updated role including acting as the lead contact for regions. He will attend our RIW 2014 in Dearborn
- Renewed emphasis on grants
- National office going through new strategic plan which should be ready for next fall in time for our region to complete our next strategic plan
- Regions technically do not exist...we are now Organizational Units although we can still call ourselves Region 4
- All directors of Organizational Units are part of Advisory Council
- Two directors from Advisory Council are also elected to National Board
- Terms will be three years...there will be a movement to change our Regional terms to 3 years
- National office is reviewing the regional budget process
- All national conference contracts have been either cancelled or renegotiated after 2014

Deputy Director's Report - Jenn Wright

- Procedure Manual Report –Jenn is in the process of reviewing the manual and it requires some changes and updates
- **Action item – all chairs should review their job descriptions and send feedback to Jenn**
- **Motion : [On page 5 of the Procedure Manual, under the section of Mileage, Telephone Postage Reimbursement for Regional Board] to change ‘mileage’ to ‘travel expenses (mileage and hotel)’ and to add ‘To be pre-approved by the director and treasurer’. Moved by Deb Nofzinger, Seconded by Rick Stronks. Motion Approved.**
- Discussed the various grants (National workshop, Regional workshop, IPG), and student scholarships. Should the money generated by auction and other fundraising be ear-marked and used to determine amounts given out for these grants and scholarships? We should review this in context with the budget line items.

- **Action item: Jenn will work on cleaning up this section of the Procedure Manual and put forth a motion at the next board meeting.**
- Travel expensed for Regional Director – Jenn will add “to be determined annually by board”.
- **Action item: Each Committee Chair should send Jenn sample forms used by the committee as examples for the procedures manual**

Regional workshop Update -Dorothy McLeer

- Room rate is \$111
- Proposed conference fee is \$ 250 for early bird plus field trip
- Conference details will be launched on national website on Feb. 1
- 2015 in Indiana– Turkey Run State Park or Prophetstown potential sites
- 2016 – Ohio, Rich Niccum will co-chair. Looking for additional help and need 2nd co-chair
- 2017 – back to Ontario?
- 2018 – potentially Northern Michigan maybe with Regional 5

Bob Wittersheim Donation – Tim Krynak/Jenn Wright

- Has about 40 prints from a friend who passed away
- He is looking at donating them as a fund raiser for the Region
- If used in our live auction – all proceeds to Region 4
- If used in our silent auction – split funds but must have a minimum bid
- Could also set up an online auction
- Would need to advertise it well
- After some discussion, it was decided we may be interested in 5 to 10 at the workshop and maybe promote an online auction
- **Action item: Jenn and Tim will go back to Bob with some questions**

Secretary’s Report – Rick Stronks

- Contact lists – Rick will send out to all chairs for updating
- Action plans – will want to update these. Jenn will send last file to Rick and Rick will forward to chairs.
- **Action item: all chairs review/update action plans and send to Rick before next meeting**

Treasurer’s Report – Maureen Stine not present

- Budget review – each committee chair updated projected 2014 amounts
- Agreed to take a year off from awarding the Scholarship Grant and ask Scholarships and Grants to review and propose a new structure.
- During the 2013 budget process, it had been proposed to award in 2014 - 1 NIW grant @ \$750 and 4 RIW grants @ \$375
- For 2015, it is proposed to award 2 NIW grants @ \$750 and 5 RIW grants @ \$300
- Proposed to give RIW 2014 \$1,000 to offset costs
- Developed a working budget for 2014 but will not approve at this meeting until Jenn can review with Maureen

Funding Implications

- We need to continue to increase revenue - Ways and Means can take on this
- Nora and Becky will be co-chairs for Ways and Means

Committees

Archives – Renell

- Renell would like to step down
- Cookie Ferguson has volunteered to help Region 4 – Renell will contact her

Awards – Nora and Liz

- Deadline passed and 8 of 9 categories had a submission
- Still need to improve call out procedure to get more submissions

IPG – Jennifer

- Produced a brochure – need members from Ontario/Indiana
- Application form needs to be reviewed by committee before posting this year

Membership – Becky

- 4 memberships given out based on merit not by application date
- 7 nominations – 4 memberships awarded
- Discussed the issue that some people selected have actually had institutional membership already
- Produced a flyer for Region 4 including QRT code
- Membership BBQ was not well attended
- Pens were ordered with Region 4 contact information
- New members will be encouraged to sit together at RIW for first morning along with committee members

Communication – Lynnanne not present

- Jenn will update Lynnanne with some ideas
- New newsletter editor
- Need to review who can do website updates
- Facebook updates - Jill can add committee chairs as administrators

Scholarships and Grants – Maureen not present

- Maureen not present but offered update
- One application in so far for RIW grant.
- All four of the committee members are staying on board (Michelle has departed from the Leslie Science and Nature Center but is remaining on committee).
- As discussed, for this year, scholarship grants are not being awarded
- Jill Vance has agreed to be chair
- Board has asked this committee to review scholarships program and make recommendations to Board

Student Involvement – Amy and Dorothy

- Many of the students that have received stipends to present at conferences have stayed in the profession
- Student chapter – question has come up if a student chapter can be created. Amy will contact Cem Basman

Training and Membership –

- Currently this committee does not have a chair

- One day workshops were organized but not enough people committed so they were cancelled
- Discussed options – does membership want this? Should we move to online workshops?
- Need to discuss this at Strategic Planning session next January
- We should also talk to Paul Caputo at RIW
- Remind everyone to share training opportunities from your organizations

Ways and Means – Marquita

- Ways and Means did not do as well in Perth but should do better at this RIW
- Need to get rid of old stock – need creative ways to market it!
- Booklets still in demand but need digital copies.
- Acorn Naturalists may be interested
- Nora and Becky have agreed to take over chair

Volunteer

- No chair
- Recommendation that Secretary will keep a spreadsheet with potential volunteers
- **Motion: to eliminate the Volunteer Committee. Moved by Deb Nofzinger, seconded by Rick Stronks. Approved.**

Strategic Plan

- Tim will contact some people for updates
- Next plan will be move closely tied to National Office's Strategic Plan

Conference Call Schedule

Proposed 2014 Conference calls

- March 19 -3:00 pm
- July 16 – 3:00 pm
- Oct 15 – 3:00 pm
- Next Annual Board meeting at RIW

Miscellaneous

- Budget – will be approved at March conference call
- January 2015 Board Meeting – either 15,16 or 22, 23 (Executive Board meeting Thursday morning; Strategic Planning session Thursday afternoon; Full Board meeting Friday)

Motion: to adjourn. Moved by Rick Stronks