

<b>NAI 4 Action Plan for 2008</b>			
<b>Archives Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Continue to solicit archival material from Region 4 members.	<i>Ongoing</i>	<i>Ongoing</i>	
With the support of the Archives and Special Collections staff at Ball State, continue to track the information needed to help synchronize the list of current donations with that of the Heritage Library at the NAI National Office.	<i>In Progress</i>	<i>In progress</i>	This is an ongoing project that is being worked on with the help of Ball State library staff and student employees.
Compile a regional list of donations to post on the NAI Region 4 website that will correspond with the current list of items found at the Heritage Library for easier research capabilities for Region 4 members.	<i>In Progress</i>	<i>In progress</i>	A list is currently in progress and should be completed by the end of 2009.
Coordinate a delivery of items from Region 4 to the National Office by means of a NAI National Office representative during or prior to the 2008 Regional Workshop and/or National Workshop.	<i>Yet to do</i>	<i>Yet to do</i>	
Continue to track the progress of posting NAI archival materials online through Ball State's website. Plan to have the library scan and post past <i>FourThoughts</i> and <i>Ninebarks</i> first.	<i>Complete</i>	<i>Complete</i>	
Solicit materials for the archives through a nice advertisement in 2008 <i>FourThought</i> publications and at 2008 conferences and workshops.	<i>Yet to do</i>	<i>Yet to do</i>	
One committee member will be ending his term in 2007. Tim Krynak of Ohio will be moving to a different role within the region as Deputy Director. Will need to recruit new members for 2008 from Indiana and Ohio, and additional committee members from Onta	<i>In Progress</i>	<i>In progress</i>	Angelec Hillsman has filled the Ohio vacancy. Still in need of an Indiana and Ontario member.

<b>NAI 4 Action Plan for 2008</b>			
<b>Awards Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Adapt National's Award Grading System for the Region Awards Program.	Completed		
Receive 2008 Awards Nominations Postmarked no later than 1/7/2008.	Completed		
Sort and send nominations for review to awards committee using new Regional Awards Grading System.	Completed		
Contact award nominators and inform them their nominations have been received!	Completed		
Contact 2007 Award Recipients to return their 2008 Regional Award Plaques to Awards Chair no later than February 15, 2008.	Completed		
Send Full Award Plaques to Archives Chair to be stored in the archives.	In progress		
Contact local company to make awards for 2008.	Yet To Do		
Contact National Office to confirm current Membership of 2008 Award Nominees.	Yet To Do		
Hold nomination review and select 2008 recipients	In progress		
Send acknowledgement notes to nominators	Yet To Do		
Notify all candidates they've been nominated	Yet To Do		
Pay attention to selection deadline with regard to budget concerns of nominees agencies and fiscal deadlines	In Progress		
Request of 2008 RIW conference chairs that nomination forms, self-assessment forms, and "how-to" be included in conference packet	Yet To Do		In recent years, employers need to know if their employees are being honored to budget in conference fees, etc.

Contact Awards Committee and assign award categories to be presented by each member present at RIW 2008 in CV.	Yet To Do		
Announce and ceremoniously present 2008 awards	Yet To Do		
Recognize recipients with nametag ribbons	Yet To Do		
Publicize recipients names via press releases to their local papers and letters to supervisors	Yet To Do		
Encourage nominators to send along nominations to National	Yet To Do		
Suggest nominators resubmit their candidates for nomination next year	Yet To Do		
Update archival award placque text inventory list	Yet To Do		
Encourage candidates to display their placques and certificates at work	Yet To Do		
Update annual placques with 2008 recipient names for display at recipients' organization/agency	Yet To Do		
Present committee reports at regional and national NAI meetings	Yet To Do		
Write FourThought article highlighting recipients; post article on Region 4 website	Yet To Do		(Thanks, Julie!)
Update Awards Program section of Region 4's website	Yet To Do		
Start Awards promotion for 2009 RIW early since the RIW is 2/23-26/2009 in Algonquin, Ontario.	Yet To Do		
Write Fourthought Articles Promoting Nominations for Awards for Summer 2008 and Fall 2008 issues.	Yet To Do		

<b>NAI 4 Action Plan for 2008</b>			
<b>Interpretive Project Grants Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Request \$3000 for 08-09 grant cycle.	Completed	Completed	
Follow-up articles in FourThought from 07-08 recipients	<i>in progress</i>	<i>in progress</i>	
With help from committee, continue tweaking grant evaluation form.	Completed	Completed	
Assign committee members the task of promoting IPG in their state and province	<i>in progress</i>	Completed	
Maintain a committee that represents MI, OH, IN and ON	Completed	Completed	
Work on creating a Powerpoint display for use on laptop for promotional purposes	<i>in progress</i>	<i>in progress</i>	Have not been able to get new photos, but still working on it.
Tweak grant application to allow for larger project narratives. Get better info from applicants.	Completed	Completed	
Refresh all committee members with grant guidelines and criteria before evaluating takes place in fall.	Completed	Completed	

<b>NAI 4 Action Plan for 2008</b>			
<b>Membership Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Evaluate Pincentive Program for effectiveness and value		Completed	<i>(Strategic Plan item that was to be completed in Spring 2007.)</i> The pincentive program was retired at the end of 2008. 67 members participated in this program since it began in 2002.
Partnership with at least one parks & recreation associations or similar organization per state to promote membership for Region 4 administrators.		yet to do	<i>(Strategic Plan item that was to be completed in June 2007.)</i> To my knowledge this was not completed.
Conduct an e-mail survey on annual basis * Develop survey (both products & services) * Process results * Distribute survey * Incentive (if filled out and returned by certain date - name goes into		yet to do	<i>(Strategic Plan item that was to begin at 2007 RIW)</i> (Find & use '05 Survey with updates; can help prepare for RIW '07.) (There was no e-mail survey developed in 2007 for the RIW and I did not complete one for 2008.)
Develop a process to assign individual mentors for new members and promote this effort.		yet to do	<i>(Strategic Plan item to be completed Spring 2008.)</i> (Not completed.)
Hold information meeting for new members at RIW (give out ribbons here) - possibly food/reception at RIW/National.		Completed	<i>(Strategic Plan item to be completed Spring 2008 along with the Workshop Committee.)</i> A "game show" format, Are You Smarter than a New Member, was used at the RIW in '08 to meet new members as well as learn a little bit more about the Region. New members were also able to attend the Leave a Trace informational meeting. Nothing was done for the 2008 NIW.
Highlight at least one new member in each FourThought		yet to do	<i>(Strategic Plan Item)</i> Not completed. We already have a Meet a Member section in the FourThought. Is it worth the space in the newsletter to have two?

Develop process/form for collecting information/interests for new members.		Completed	<i>(Strategic Plan item was to be completed Fall 2007.)</i> This is kind of done during the business meeting at the RIW when members have to go around and find out about the different committees. They then will list what interests in the different committees that they have. That list is then compiled by the Secretary and distributed to committee chairs. No "official form" has been developed though.
to participate in NAI RIW's and mini-workshops and produce a list that workshop committees can use for contacts. (ie. Museums, zoos, historic sites, etc.)		yet to do	<i>(Strategic Plan item was to be completed Winter 2007/2008 with Marvin McNew Partnership &amp; Advertising.)</i> Not completed
Evaluate complimentary membership program and consider adding more. Give out 2 for sure.		Completed	<i>(Strategic Plan item that was to be completed in Summer 2007.)</i> The region offered 19 complimentary memberships in 2008 with the funds that were left-over from the 40/50 membership drive program.
Contact regional institutions to promote and encourage membership. - Survey why or why not they join - Contact cultural institutions to increase diversity of regional membership		yet to do	
Make sure to get names of new members from the National office as well as the Training and Membership Services committee; in order to send out "Welcome Packets".		partial completed	Sent out "Welcome Packets" to new members from the Training & Membership Services, but not from the NIW.
Work closely with the webpage Master to provide more member services on the website.		completed	Had all of the complimentary memberships available on the website as well as the Pincentive Program information.
Obtain committee members from each state/province in the region.		yet to do	
Award 2 complimentary memberships		Completed	The National office provides us with 2 complimentary memberships for us to give out at our discretion. Complimentary memberships were given out to Amy Whitehorne from Brockville Museum in Ontario, Canada and to Lauren Metcalf of Columbus and Franklin County Metro Parks in Ohio.

<b>NAI 4 Action Plan for 2008</b>			
<b>Nominating Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Establish nominating committee for elections in 2009		progress	year since they really didn't have to do any work
Ensure that job descriptions and our approach for seeking candidates are communicated at meetings and in our procedures manual		In progress	Will be posting on the web and will provide at Ontario Workshop.
Watch and listen for potential candidates for officer nominations in 2009		In progress	My ears are to the ground!

<b>NAI 4 Action Plan for 2008</b>			
<b>Partnerships and Grants Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Recruit Chair			Marvin McNew, rotated off at the end of 2007, Marv will work with new Chair to set 2008 Action Plan
January 2008 - Board made decision to dissolve this committee			

<b>NAI 4 Action Plan for 2008</b>			
<b>Publications Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Publish 4 quarterly newsletters in a timely manner			Four newsletters were produced. Winter and spring were mailed on time; summer was late; and fall was plagued with delays too numerous to mention. The upcoming Winter 2009 newsletter should get the schedule back on track. Publications also stayed close to budgeted numbers – final bills not yet in.
Choose 2 Interpretive Booklet topics to bring to RIW 2007 for a membership vote.			The 2007 Interpretive Booklet: Seniors and Special Need Audiences was not produced due to a lack of submissions. The next Interpretive Booklet: Winter, was selected at RIW 2008. It should be finished in time to ship with the Winter 2009 newsletter.
Continue to assign reporter duties on a rotating basis		On-going	
Continue to use St. Joseph County Parks for the bulk mailing.			
Continue to oversee all bulk e-mail submissions			
Check into offering an e-newsletter to members of region for in place of the hardcopy version.			Make major push to increase number of members who receive FourThought electronically.

<b>NAI 4 Action Plan for 2008</b>			
<b>Scholarships and Grants Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
<b>Advertise three certification grants in 4Thought</b> (Spring, Summer, Fall & Winter)		x	Advertised in winter 07/08, spring 08, summer 08
<b>Award three \$125 certification grants by year's end</b> (Throughout the year as applications are received.)		x	Karen Kramer-Wilson (Kalamazoo, MI), Jeff Cummings (IDNR), Kevin Clutter (Chicago History Museum)
<b>Award three full RIW grants</b> (Late Winter/early Spring 2008)		x	Justin Smith (Huron-Clinton, MI), Jules Erwin (Indiana University), Laura Seals (Clermont, OH)
<b>Award two \$1000 academic scholarships</b> (Early Spring 2008)		x	Amanda Simmons (Indiana University), Heidi Matthiot (John Carroll University)
<b>Conduct scholarship auction at RIW</b> (Spring 2008)		x	Raised \$2,829.00
<b>Award one certification grant at RIW certification session</b> (Spring 2008)		x	Karen Lakus (Lake Metro Parks, OH)
<b>Advertise National Workshop Grants in 4Thought</b> (Spring & Summer 2008)		x	Spring 08, summer too late
<b>Advertise grant to attend non-NAI workshop (?)</b> (Summer & Fall 2008)		x	Summer and Fall 08
<b>Award two \$800 National Workshop Grants</b> (Late Summer/Early Fall 2008)		x	Jen Wright (Kalamazoo, MI), Amy Roell (Hamilton Co., OH)
<b>Send Academic Scholarship Info to Universities</b> (Fall 2008)		x	E-mailed and mailed 10/16/08
<b>Advertise two \$1000 academic scholarships in 4Thought</b> (Fall & Winter 2008)		x	Summer and Fall 08 due to early RIW

<b>Advertise three full RIW grants in 4Thought</b> (Fall & Winter 2008)		x	Summer and Fall 08 due to early RIW
<b>Award non-NAI workshop grant</b> (Winter 2008)	x		Applications due 11/21/08. None received.

<b>NAI 4 Action Plan for 2008</b>			
<b>Student Involvement Committee</b>			
<b>Action</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments/Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Identify career day opportunities at colleges and universities across Region 4, create a master list, participate in at least one event each of two years and evaluate.		Yet to do	
Update the existing NAI overview Power Point presentation and distribute to members for use.		Done	Updated and passed out at National Interpreters Workshop in Wichita and more copies to be taken to spring Regional in Cleveland. We will do more copies and give them out at February workshop.
Partner with state and regional science, social studies, environmental and professional teaching organizations to promote NAI memberships, workshops, and seasonal employment opportunities.		In progress	Have started to introduce NAI as profession to college classes at WMU and KVCC. Hope to have booth at Indiana Science Teachers Association in February 2009.
Develop an article for Four Thought that gives members encouragement and guidance in promoting interpretation as a profession with students of all ages and tie this to distribution of the NAI 4 Power Point presentation that they can obtain.		In progress	Small article in Four Thought need to ask each committee member to do an article.
Evaluate the process for promoting and awarding student scholarships and grants.		In progress	Work with Andrea on this decided it was ok
Develop an RIW session for NAI student members to practice and receive feedback on their presentation skills.		Done, RIW '08	Had this set-up for Spring RIW, 2008. It went better than expected with 4 students and full room of professionals to give feedback. Have set it up for all future workshops, have 2 students lined up for February 2009 workshop. Along with this we have found reduced cost for student housing at past workshops. This did not work out so well, need to get better workshop committee help.

Develop list of professors, universities and recruitment fairs.		In progress	Have new committee member working on Universities and need to work on recruitment fairs.
Evaluate complimentary membership program and consider adding more for students.		Yet to do	
Coordinate and promote a master list of internships that are available in NAI 4 through member agencies.		Yet to do	

<b>NAI 4 Action Plan for 2008</b>			
<b>Training and Member Services Committee</b>			
<b>Action</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments/Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Offer two mini-workshops in each state (Ohio, Indiana, and Michigan) each year.			
Review and update checklist for putting a training workshop together			
Conduct at least one workshop geared for part-time seasonal interpreters.			
Partner with other agencies to offer cultural history workshops. Increase diversity of topics for workshops with an emphasis on cultural and living history.			
Work closely with Membership committee to insure that members training needs are being met and that membership committee is aware of those who are attending trainings			
Continue to foster relationships with interpretive centers, colleges, and universities to collaborate on organizing training workshops.			
Maintain membership on the committee from each state and have those members actively help organize workshops by keeping communication up through phone calls, letters, and E-mail. If possible committee members will meet at regional and national workshops.			
Continue working to facilitate Ontario member joining the committee and actively providing training in their province.			

Present at least one multi-day or overnight mini-workshop			
Conduct a curriculum-focused workshop that focuses on the needs of formal educators			

<b>NAI 4 Action Plan for 2008</b>		
<b>Ways and Means Committee</b>		
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>
Continue sales via Acorn Naturalists, website, InterpNews, <i>FourThought</i> , plus at Regional and National Workshops.		on-going
Finish Herps Booklet.		In progress
Develop mugs with the new NAI logo.		In progress
Develop a new easier to ship display!		In progress
Reprint booklets as needed – Nature a Night		Completed
Work with Training & Member Services to promote booklets at mini-workshops.		In progress
Revisit advertising booklets in newsletters of other Regions or Sections.		In progress
Locate all the master layouts.		In progress
Continue Bird-A –Thon format.		In progress
Set up Region 4 Exhibit at RIW and NIW, which includes securing and staffing booth space at NIW.		Completed

<b>Comments and Discussion</b>
<i>Use this space to write any comments, list workshop titles, etc.</i>
2008 income: \$2948.14, \$1969.89 of that is from Acorn Naturalist sales
Light weight retractable banner display is being worked on by Amy Roell, Sharon Hosko
Restocked brochure quantities in 2008.
Mary Warren is the committee member in charge of this
Nov. NIW conference income \$202. Thank you to those who worked with the Region 4 booth at NIW and made sure it got back too, including Marv McNew, Will and Sarah Reding, Jenn Wright, Amy Roell, Tom Nowicki, Diantha Martin, Natalie Haley, Julie Champion, and Mike George.

<b>NAI 4 Action Plan for 2008</b>			
<b>Webmaster/Committee</b>			
<b>Actions</b>	<b>Mid-Year</b>	<b>Final</b>	<b>Comments and Discussion</b>
	<i>Completed, in progress or yet to do</i>	<i>Completed, in progress or yet to do</i>	<i>Use this space to write any comments, list workshop titles, etc.</i>
Periodically examine functionality of web site for aesthetics and friendliness.	Completed	Completed	Always working on
Revise website structure to increase web programmer usability. Will include moving from open web development to folder development. Will not affect web users.	In progress	In progress	
Update website within one weeks of receiving updated information.	Completed	Completed	
Work with National on establishing online payments for workshops and region storefront. This is highly dependent upon the ability of National to upgrade its hardware/software.	In progress	In progress	RIW '09 worked out but not storefront yet
Explore feasibility of offering ad space for interpretive businesses or using site to generate other revenue.	In progress	In progress	It has been discussed but nothing worked out yet
Continue to expand site's link list of Region 4 interpretive agencies and schools	In progress	In progress	
Explore new ways that we can use site to keep region 4 members informed.	In progress	In progress	