

NAI 4 Action Plan for 2008			
Archives Committee			
Actions	Mid-Year	Final	Comments and Discussion
	<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.			
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.			
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.			
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.			
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.			
Solicit materials for the archives through a nice advertisement in 2008 <i>FourThought</i> publications and at 2008 conferences and workshops.			

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			

NAI 4 Action Plan for 2008			
Awards Committee			
Actions	Mid-Year	Final	Comments and Discussion
	<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 plaque text inventory list	Yet To Do		
Encourage candidates to display their plaques and certificates at work	Yet To Do		
Update annual plaques 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		

NAI 4 Action Plan for 2008			
Interpretive Project Grants Committee			
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	<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.			
Follow-up articles in FourThought from 07-08 recipients			
With help from committee, continue tweaking grant evaluation form.			
Assign committee members the task of promoting IPG in their state and province			
Maintain a committee that represents MI, OH, IN and ON			
Work on creating a Powerpoint display for use on laptop for promotional purposes			
Tweak grant application to allow for larger project narratives. Get better info from applicants.			
Refresh all committee members with grant guidelines and criteria before evaluating takes place in fall.			
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NAI 4 Action Plan for 2008			
Membership Committee			
Actions	Mid-Year	Final	Comments and Discussion
	<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			(Strategic Plan item that was to be completed in Spring 2007.)
Partnership with at least one parks & recreation associations or similar organization per state to promote membership for Region 4 administrators.			(Strategic Plan item that was to be completed in June 2007.)
* Develop survey (both products & services) * Process results * Distribute survey * Incentive (if filled out and returned by certain date - name goes into drawing for association store certificate.)			(Strategic Plan item that was to begin at 2007 RIW) (Find & use '05 Survey with updates; can help prepare for RIW '07.)
Develop a process to assign individual mentors for new members and promote this effort.			(Strategic Plan item to be completed Spring 2008.)
Hold information meeting for new members at RIW (give out ribbons here) - possibly food/reception at RIW/National.			(Strategic Plan item to be completed Spring 2008 along with the Workshop Committee.)
Highlight at least one new member in each FourThought			(Strategic Plan Item)
Develop process/form for collecting information/interests for new members.			(Strategic Plan item was to be completed Fall 2007.)
Identify other organizations of professionals who should be invited regularly 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.)			(Strategic Plan item was to be completed Winter 2007/2008 with Marvin McNew Partnership & Advertising.)

Evaluate complimentary membership program and consider adding more. Give out 2 for sure.			(Strategic Plan item that was to be completed in Summer 2007.)
Contact regional institutions to promote and encourage membership. - Survey why or why not they join - Contact cultural institutions to increase diversity of regional membership			
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".			
Work closely with the webpage Master to provide more member services on the website.			
Obtain committee members from each state/province in the region.			

NAI 4 Action Plan for 2008			
Nominating Committee			
Actions	Mid-Year	Final	Comments and Discussion
	<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			
Ensure that job descriptions and our approach for seeking candidates are communicated at meetings and in our procedures manual			
Watch and listen for potential candidates for officer nominations in 2009			

NAI 4 Action Plan for 2008			
Partnerships and Grants Committee			
Actions	Mid-Year	Final	Comments and Discussion
	<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

NAI 4 Action Plan for 2008			
Publications Committee			
Actions	Mid-Year	Final	Comments and Discussion
	<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			
Choose 2 Interpretive Booklet topics to bring to RIW 2007 for a membership vote.			
Continue to assign reporter duties on a rotating basis			
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.			

NAI 4 Action Plan for 2008			
Scholarships and Grants Committee			
Actions	Mid-Year	Final	Comments and Discussion
	<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>
Advertise three certification grants in 4Thought (Spring, Summer, Fall & Winter)			
Award three \$125 certification grants by year's end (Throughout the year as applications are received.)			
Award three full RIW grants (Late Winter/early Spring 2008)			
Award two \$1000 academic scholarships (Early Spring 2008)			
Conduct scholarship auction at RIW (Spring 2008)			
Award one certification grant at RIW certification session (Spring 2008)			
Advertise National Workshop Grants in 4Thought (Spring & Summer 2008)			
Advertise grant to attend non-NAI workshop (?) (Summer & Fall 2008)			
Award two \$800 National Workshop Grants (Late Summer/Early Fall 2008)			
Advertise two \$1000 academic scholarships in 4Thought (Fall & Winter 2008)			
Advertise three full RIW grants in 4Thought (Fall & Winter 2008)			

Award non-NAI workshop grant (Winter 2008)			
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NAI 4 Action Plan for 2008			
Student Involvement Committee			
Action	Mid-Year	Final	Comments/Discussion
	<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	We have this scheduled to be completed by Sept. 2008.
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.
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 Michigan Science Teachers Association in March 2008
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
Evaluate the process for promoting and awarding student scholarships and grants.		In progress	Work with Andrea on this.
Develop an RIW session for NAI student members to practice and receive feedback on their presentation skills.		Done, RIW '08	Have this set-up for spring Regional workshop. Have two students at this writing, looking for 4 more! Along with this have reduced cost for student housing at workshop.
Develop list of professors, universities and recruitment fairs.		In progress	
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	

NAI 4 Action Plan for 2008			
Training and Member Services Committee			
Action	Mid-Year	Final	Comments/Discussion
	<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			

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

NAI 4 Action Plan for 2008			
Webmaster/Committee			
Actions	Mid-Year	Final	Comments and Discussion
	<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.			
Revise website structure to increase web programmer usability. Will include moving from open web development to folder development. Will not affect web users.			
Update website within one weeks of receiving updated information.			
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.			
Explore feasibility of offering ad space for interpretive businesses or using site to generate other revenue.			
Continue to expand site's link list of Region 4 interpretive agencies and schools			
Explore new ways that we can use site to keep region 4 members informed.			