

Region 4 of the National Association of Interpretation
Conference Call Meeting
16 October 2007

Call to order 11:05am

Participating: Officers: Ginger Murphy (Director), Julie Champion (Deputy Director), Amy Roell (Treasurer), Leslie Witkowski (Secretary)
Committee Chairs: Pete Stobie (Awards), Rich Niccum (Interpretive Project Grants), Tanya Brock (Membership), Sarah Reding (Nominations), Robin Dungan (Training & Membership Services), Susie Edwards (Ways & Means)
National Staff Member: Deb Tewell

Director of Region 4 Ginger Murphy, welcomed everyone to the call.

National Board Issues Update: Ginger Murphy Reporting

- Tim Merriman and Lisa Brochu submitted their resignations on July 17 after the board expressed concerns regarding implications for the association in conjunction with their becoming domestic life partners, and subsequently engaged. The board, Tim and Lisa agreed to enter into a mediation process to arrive at a mutually agreeable solution that will best serve the organization's interests. A mediator was selected and is working with us to design the mediation process. The mediation will take place during the week of October 22. We will report the outcome of mediation later this fall. If you have further questions, please contact Tim Merriman, Lisa Brochu or Evie Kirkwood
- The NAI National Workshop (Official title now) has approximately 600 people registered to date. This number is low compared to other National Workshops at this same time.
- Check NAI website for information on the National Workshop.
- Check the NAI staff report on the website for updates happening within NAI on the National level. Each staff member reports. This can be found on the NAI Resources for Leaders page at http://www.interpnet.com/resources_leaders/index.shtml.
- The Region will conduct a regular business meeting at the National Workshop, meaning committee chairs will give reports to the group. **ACTION ITEM: Ginger Murphy will put together an icebreaker activity for the board meeting.**

Deputy Director's Report: Julie Champion Reporting

- 2008 Regional Workshop Committee is in their crunch time to get the budget and booklet out to members soon! The committee is working together great!
- 2009 Regional Workshop – Julie was not able to get in touch with Rick Stronks, RIW Chair, recently for an update. She does know that they will begin advertising this workshop in the next issue of Four Thought and the workshop is in February. **ACTION ITEM: Julie Champion will confirm dates for the 2009 RIW before the NAI National Workshop so we can publicize it there.**
- 2010 RIW will be in Midland, MI. Rachel Larimore is workshop chair. **ACTION ITEM: Julie Champion will contact Rachel Larimore to let her know she will report on this workshop at the Business Meeting during the National Workshop.**
- 2011 RIW will take place in IN. A site to host the workshop needs to be determined.

Secretary's Report: Leslie Witkowski Reporting

- Minutes from the August conference call can be found on the Region website.
- **ACTION ITEM: Leslie will need someone to take notes during the Regional Business Meeting at National. She will find someone to do this.**

- **ACTION ITEM: All committee chairs, please remember to get Leslie your updated Action Items for 2007 and new Action Items for 2008.**
- When reading over the minutes, remember to check the **ACTION ITEMS**, They are in **blue**. Especially check these items prior to the National Workshop!

Treasurer's Report: Amy Roell Reporting

- As of June the Region has just over \$52,000. We are financially healthy as a region.
- Not all Region 4's CD's have matured and been rolled over into the regular national office accounts yet. As they mature, the dollars will be managed according to the new policy instituted in June, 2007. *(Following explains how the Region's CD's will be utilized, per our summer conference call: The national board approved a policy that keeps all funds in the NAI account rather than investing them in mutual funds or CDs. All of our operating dollars, other than what is invested in CDs or mutual funds has always been commingled. The actual dollar amounts for each region or section are tracked on paper and are always available to us to use. The national office has a line of credit that is used when cash flow is low; that often happens in the spring and early summer before national workshop registration dollars begin to come in. The interest charged on that line of credit that we draw on is higher than the interest rate we receive on CDs, and, in general on mutual funds, so it makes sense not to tie up dollars in mutual funds and CDs that limit the organizations cash flow. We're better off to use our existing dollars when possible rather than draw on the line of credit. To compensate regions for the interest lost from converting mutual funds and CDs to cash, the national office will pay each region/section interest on any dollars they have above \$10,000 each quarter. The interest will be paid at the CD rate offered at that time at NAI's bank. For Region 4, this means essentially the same interest rate and will actually increase our interest, since it will apply to everything above \$10,000. This makes sense fiscally for NAI.)*
- **ACTION ITEM: As committee chairs, please be thinking of ways we can return money to regional members. Be prepared to discuss this at the January board meeting.**
- **ACTION ITEM: Amy still needs 2008 budget requests from the following committees – Membership, Partnership & Advertising & Website.**

Archives: Ginger Murphy Reporting for Haley Samuelson-Couchman

- Ginger Murphy has some Howard Weaver materials. She will put some in the regional archives and some in the national archives.

Awards: Pete Stobie Reporting

- **ACTION ITEM: Pete Stobie will get full award plaques to Haley Samuelson-Couchman at the January Board meeting in Pokagon. These plaques are to be put in the archives. The rest of the awards Pete will bring to the 2008 RIW.**
- The awards committee is now complete. Vivian Wagner of OH will rotate off in 2008. Kevin Arnold of MI and Nora Sindelar of OH will rotate off in 2009. Brianne Warthman of OH and Fred Wooley of IN will rotate off in 2010. An Ontario member on the committee would be nice.
- Kara Haas, Kalamazoo Nature Center will report for the awards committee at the 2007 NAI National Workshop Region IV Business meeting.
- After talking to John Miller, the National Awards Chair, Pete would like to adapt the national award selection process to Region 4. Adapting this selection process will align the regional award evaluation criteria with national to make the award selection process more objective than subjective. He will have them ready for the 2008 awards selection by the January 8, 2008 deadline. As a region we will be able to submit stronger national award candidates by adopting this process.
- As reported in the August 2, 2007 conference call, Region 4 has several National Award winners. Winners will be presented with their awards at the NAI National Workshop in Wichita, KS in November.
 - Outstanding New Interpreter – Kara Haas, Kalamazoo Nature Center

- Master Front-line Interpreter – Bob Dispenza, Allen County Parks & Recreation
- Master Front-line Interpreter - Tim Krynak, Cleveland Metroparks
- Master Interpretive Manager – Ann Bugada, Lake MetroParks
- The Awards Nomination form and the list of past Award winners have been updated. It will be inserted into the next issue of FourThought and added to the website.
- There was some past confusion about who is contacted when someone receives an award. Pete will contact the nominators of the award recipients. If they are not from the agency of the candidate he will have them contact the agency their candidate works for. He will leave it up to the nominator to see that their candidate can attend the Regional Meeting and if they wish to keep it quiet or inform them ahead of time.

Interpretive Project Grants: Rich Niccum Reporting

- Rich updated the grant evaluation form. 2008 was the first year to use these new review forms and they have worked out very well so far.
- 7 grant applications were submitted. Applicants should know results of decision by the end of October. Grant money will be awarded in November. The full \$2,500 was awarded.
- **ACTION ITEM: Rich needs to get grant recipient reports into Four Thought.**
- Rich would like to discuss at the January Board meeting the possibility of increasing the total amount of money the Region awards to \$3,000. Currently it is \$2,500.
- **ACTION ITEM: Rich will get the list of names and addresses of grant recipients to Ginger Murphy.**

Membership: Tanya Brock Reporting

- To date Region 4 has 524 members.
- 2 complimentary memberships were given away this year. Jenny Richards from OH, nominated by Ray Novotny and Lynnanne Fager from IN, nominated by Marvin McNew were the recipients.
- 3 pins for the Pincentive Program were recently awarded. Tanya is going to retire this program due to the lack of participation in it. The Region has 6 pins left to be awarded.
- Currently 19 people have taken advantage of the 40 @ 50 membership program. By the end of October approximately 25 people should have participated in the program. If not all 40 memberships are used, the ones that are left will be given out to the membership as complimentary memberships.
- **ACTION ITEM: Tanya will notify the members there are 6 Pincentive Pins left to be awarded. She will set a deadline when they can be earned by.**
- **ACTION ITEM: Tanya will put up on the website an informational sheet on “How to Get Involved In Region 4”.**
- Tanya will not be able to attend the National Workshop but will look for someone to give her report.

Nominations: Sarah Reding Reporting

- Ballots have gone out electronically; Sarah is just waiting to hear results.

Partnership & Advertising: Marvin McNew (sent report via e-mail)

- Obtained an anonymous donation of \$230 for the additional cost of a booth at the National Workshop this year. Marvin will send a check to Amy after the workshop.
- Marvin will be rotating off as committee chairperson by the end of 2007. If anyone has suggestions on a replacement, please let him know and he will contact them to see if they might be interested.
- Marvin will have a rough draft of a sponsorship letter ready by the end of December 2007.

Publications: Ginger Murphy Reporting for Deb Nofzinger

- Fall issue of Four Thought should be out soon – we had a delay from the national office on labels and membership numbers.
- The electronic version of Four Thought has already been sent out.

Scholarships & Grants: Ginger Murphy Reporting for Andrea Haslage

- 2 \$800 grants were awarded to Kara Haas and Rick Stronks to attend the National Workshop in Witchita, KS.
- Wil Reding and Andrea Haslage have updated the college list that the Region sends grants and scholarship information to.
- The committee membership is complete.
- A second certification grant was given out to Cindy Coss, Ohio State Parks.
- A “Why Become Certified” presentation will be given as a concurrent session at the 2008 RIW.

Strategic Plan Update: Sarah Reding

- **ACTION ITEM: Everyone check the Strategic Plan as January deadlines will be here before we know it!**
- **ACTION ITEM: Sarah will contact anyone who has upcoming deadlines regarding the Strategic Plan.**

Student Involvement: Sarah Reding Reporting for Wil Reding

- Copies of the NAI promotional DVD developed a couple years ago (with updates) will be provided to Region 4 members at the national workshop. These can be used in talking with classes about the profession of interpretation.
- A hostel is providing rooms for \$9 for any students attending the 2008 RIW.
- There will be a concurrent session offered at the 2008 RIW for students to present. 6 students can apply to present a 10-minute presentation. Peer evaluation will be done.
- **ACTION ITEM: Julie Champion along with the Student Involvement Committee will send out a bulk e-mail to all colleges informing them of the accommodations arranged for students and about the concurrent session students can participate in.**
- **ACTION ITEM: Ginger Murphy will include a note about the promotional DVD in her bulk email that goes out the week before the national workshop.**

Training & Membership Services: Robin Dungan Reporting

- The August, History of Urban Neighborhoods, training workshop was cancelled due to low registration. It is being put on the schedule for summer 2008.
- IN State Park staff will present Reinvigorating Your Volunteer Program in December of 2007.
ACTION ITEM: Ginger Murphy will mention the Reinvigorating Your Volunteer Program workshop in her November bulk email.
- February or March of 2008 will see 2 Training Workshops. Travis Williams in MI will host a raptor workshop and Ray Novotny will host an Astronomy workshop.
- Robin is not attending the National Workshop; Andrea Haslage will report for her.
- Mike George, MI committee member, is seeking out topics and sites for trainings in MI. Contact him if you have any ideas.
- Robin is working on getting workshop information up on the website.
- Pete Stobie provided Robin with 3 topics for potential workshops. These topics were all based off of pre-workshop sessions or concurrent sessions offered at the 2008 National Workshop.
 - Creating Props You Can't Find in a Catalog
 - Writing for Children
 - Beat a Sign

Ways & Means: Susie Edwards Reporting

- The Amelia Hanson cards that the Region has been selling have run out on her end. Amelia proposed to the Region selling individual note cards for \$3/card. The 60/40 split of sales would continue. She has considered packaging the note cards, but has not put any together yet. **ACTION ITEM: To see how well the note cards sell, Susie will purchase 15-20 note cards from Amelia to sell at the National Workshop.**
- Susie is proofing the Herps booklet. A future insert for the Herps booklet may need to be considered as none of the information that was in the last Herp insert made it into the current booklet.
- Susie is packing up items getting them ready to be shipped to the National Workshop. She needs help staffing the Regional Booth during the National Workshop. **ACTION ITEM: Susie will send a schedule of when she needs volunteers to Ginger and Ginger in turn will include it in her bulk e-mail that will go out to Region 4 members prior to the National Workshop.**

Website – Ginger Murphy Reporting for Frances Boyens

- Committee Chairs have been having trouble getting information up on the website.
- **ACTION ITEM: Ginger will continue to try and get in touch with Frances to make sure everything is OK.**
- **ACTION ITEM: The updated Awards form that Pete just completed needs to be put up on the website.**

Officer Transitions: Ginger Murphy Reporting

- The January Executive Board Meeting is Thursday, January 17 in the afternoon.
- The Region 4 Board Meeting is Friday, January 18 – all day.
- Each committee chair/officer is responsible for finding time to meet with the person who will be transitioning into their position.
- **ACTION ITEM: Julie needs to update the Policy Manual by this meeting so if you have any updates for your committee, please get those to Julie well before January. Please send ELECTRONIC VERSIONS of SAMPLE FORMS from the work your committee is doing. (For example, new ranking system for awards and new ranking form/application for IPG grants.)**
- **ACTION ITEM: Ginger Murphy will send out an e-mail for room reservations for the board meeting after the National Workshop.**

Miscellaneous Items:

NAI National Workshop sessions for leaders and Region 4 members:

- Tuesday, all day, in the Enterprise Board Room is when the National Board Meeting takes place.
- Wednesday from 3:30-4:30 in the Cedar Room is the location/time of the Region 4 Business Meeting.
- Wednesday from 10:45-11:45 in the Santa Fe Room is when the Board Forum takes place.

ACTION ITEM: Ginger Murphy will send out a reminder e-mail that contains the deadline for getting the 2007 Action Plan update and 2008 Action Plan to Leslie. Plan on an end of November deadline.

Meeting adjourned 11:55am.

Respectfully submitted,

Leslie Witkowski, Region 4 Secretary