

**Region 9 Conference Call Officers and Leadership Team Minutes  
May 13, 2010**

In attendance: Robin Joy, Nicole Gange, Sara Howlett, John Del Osso, Marianne Emmendorfer, Emily Jacobs, and Sara M. Skinner

Agenda:

1. Treasurer's Report – Marianne Emmendorfer
2. Membership Report –
3. Newsletter – Mary Loan
4. Website – Jennifer Stockton –
5. Scholarship – Sara Howlett- Chair
6. Elections Report – Nancy Rogers
7. Trailblazers -
8. Strategic Planning meeting in Monterey in February 2010 - .
9. One day workshops and spring 2011 workshop – who would like to host a one day in their area.
10. Mini Grant program –
11. Exhibit update –
12. Certificate training
13. Student Update
14. 2 free memberships
15. Awards
16. Café press
17. Hawaii
18. Board Meeting

Move to accept the minutes from November 2009, all in favor

1. Treasurer's Report – Marianne Emmendorfer- the balance is about \$22000 or so. The Region voted years ago to be a life member, the amount hadn't been taken out of the account for five quarters. Now, National is catching up. Marianne prepared an annual budget draft and sent it to Robin. She'll send it to the other officers. The budget looks good, there is money coming in. There is a new form for a seller's permit, Marianne is sending to Robin/John for signatures. She was trying to attend permit training, only two in this area but she has a conflict with the timing of both. She needs to know by the end of June if anyone sold anything for the region so that she can make the account accurate for the IRS.
2. Membership Report – Sara S. reported that there hadn't been communication with Alan or Christine about this. We need to start on it. Sara has been compiling a list of CUA's, but Humboldt, Chico, and Sac State are all missing.

3. Newsletter – A couple of things are changing, there is a proposal before the National Board to take away newsletter rebates, which is a few \$1000's for the region once a year. There are still costs to producing the newsletter, even if it is online. So, Robin asked NAI if they could pay for that. The fee is about \$25 per month for Constant Contact. Robin hasn't had success acquiring the newsletters to be sent to Jen for posting on the website. She asked if someone could communicate with Mary regarding the newsletter. **Action Item:** Sara S. volunteered.
4. Website – Jennifer Stockton – the website is looking good. Please continue to send updates to Jennifer and Mary. We need to send in photos, will encourage membership to do so. In February the board voted to give Mary and Jennifer stipends-they will be issued at the end of the year. **Action Item:** Members send about 10 pictures of Region 9 sites to Jen.
5. Scholarship – Sara Howlett- Chair-there were two recipients for spring. There were only two that put in for the scholarship, so the decision was made to have them reapply for the fall workshop if they are interested. Sara H. is hoping to get the applications out in the next month. There was a discussion about how much to give out for the scholarship since there wasn't a spring workshop to generate scholarship money. The group discussed the amounts and decided that they would like to award \$1000 to one student and one regular member. The Officers voted and agreed to give \$200 up front and have the registration taken out of the account by headquarters.
6. Elections Report – Nancy Rogers-Elections are coming up this year, Robin is going to send a note out to the membership on behalf of Nancy.
7. Trailblazers – Robin signed up as one and is encouraging others to do so, too. **Action Item:** Take a look on the website to find how other Region 9 members have contributed: [http://www.interpnet.com/becoming\\_a\\_donor/emf-donors.shtml](http://www.interpnet.com/becoming_a_donor/emf-donors.shtml)
8. Strategic Planning meeting in Monterey in February 2010 – Please make sure everyone reviews the plan especially the sections on recruitment and retention. How do we do it differently, easier, better? Alan, Sara, and Christine need to have a meeting. We can get a list of the members and when they are to renew. We need to get information out to agencies as much as possible. **Action Item:** Alan, Sara, and Christine meet via phone to determine how to meet the goals. **Action Item:** Alan and Christine draft a letter to send out to new members and a letter to send out to members that have let their membership's lapse. Emily suggested that the strategic plan be updated with goals/priorities and dates of expected completion. She said she'd be willing to go through and prioritize the goals if we send her the priorities for 2010 to set the pace. **Action Item:** Officers and Leadership Team members to send their highest priorities for 2010 to Emily.

**Action Item:** Robin to call past officers to have on calls and mentor/reach out to new officers.

9. One day workshops and spring 2011 workshop– who would like to host a one day in their area. John mentioned that he was working with Jon Hooper and Alan Sheffield for a potential spring 2011 workshop in the Chico area. The hope is to utilize the students in the Recreation program at Chico state to be involved. After the Ely cancellation Nancy R/Frank B suggested one day road trips to stop at sites within the region. The costs need to be investigated. Could we pull it off in September? Marianne says she likes the idea but we'd need someone to facilitate the one day or overnight. John says he's swamped, but suggested asking Frank B/Karen B if they'd be interested in taking this on. The workshops have tended to be Western Sierra/Bay Area focused and we'd like to look at the Eastern Sierra for a one-two day workshop in August/September, maybe Bishop? The goal is that someone from that side might step up and help. **Action Item:** Emily is going to talk to Mary Loan about ideas of someone that might be able to take this on from the Eastern Sierra side.
10. Mini Grant program – Emily met in Monterey last week with Marilyn Fordney-the financial backer of the Havasu Foundation grants. There weren't very clear parameters, so it was made clear to Emily that the foundation didn't really understand who they were giving money to. They thought we were teachers, Emily cleared it up. **Action Item:** Emily to email Jen Stockton the revised grant application form for the website with a set deadline to get apps in, hope to award in October.
11. Exhibit update – Robin sent out a request for photos, but John hasn't received too many. The banner that he found is about 33 x 80 and stands on the floor. He took some information regarding Region 9 from the website and put some images on the banner as place holders. He's like some feedback ASAP. He found the price of about \$100 or so to make it which includes a carrying case. Sara S suggested getting two at the cheap price so that we can have more than one floating throughout the state, perhaps Nicole could use one for student recruitment at college campuses. **Action Item:** Send John images and comment on the mock banner.
12. Certificate training-Directors get to attend free certificate training, Robin hopes to attend one in the fall.
13. Student Update- Nicole has developed some student membership guidelines (forms, letters, etc.) She recruited two new members and hopes to travel to the Bay Area soon to get more. She will use the list of CUA's that we are building. She's worried about the program at HSU since the budget changes and the name change. There are many student members that are graduating this year, hoping to get those that are moving from the beginning Interp classes to the advanced ones to be more involved. She asked if there were regular brochures

for NAI membership that she could hand out. Robin asked for them but hasn't received them. **Action Item:** Nicole to send out drafts of the forms to the officers to review. **Action Item:** Robin to follow up with National regarding the extra brochures for handing out.

14.2 free memberships- Sara H. to work on this. She thinks asking for nominations mid summer would be good in case anyone has some fabulous seasonal help that should/could be recognized in this way.

15. Awards-Bill Lindemann is trying to work on a series of awards. **Action Item:** Robin will send out a proposal for the awards, should they be nominated or chosen?

16. Café press-Robin hasn't followed up on the information that Sara S. sent regarding this opportunity. She said that when she sent out an email to the membership requesting photos for this, no one responded. **Action Item:** Robin will follow up about Café press.

17. Hawaii-The folks in Hawaii have expressed a desire to start their own region. NAI National has said no, but that they can be their own chapter under Region 9. They would send some money to R9, but not a lot. They will need to create a charter and it will be time consuming. The officers voted all in favor of allowing Hawaii to establish their own chapter. Marianne offered to work with them regarding a budget, etc.

18. Board Meeting-Robin sent out items to everyone, luckily some long standing members responded no to the consulting proposal. And it sounds like the rebates for workshops/regional events as well as newsletters will be taken away and put back in to services for members.

Meeting Adjourned at 1000

Minutes respectfully submitted by Sara M. Skinner

**Action Items to follow up on prior to the next meeting:**

**Action Item:** Sara S. volunteered to communicate with Mary regarding the newsletter.

**Action Item:** Members send about 10 pictures of Region 9 sites to Jen.

**Action Item:** Take a look on the website to find how other Region 9 members have contributed: [http://www.interpnet.com/becoming\\_a\\_donor/emf-donors.shtml](http://www.interpnet.com/becoming_a_donor/emf-donors.shtml)

**Action Item:** Alan, Sara, and Christine meet via phone to determine how to meet the goals for membership retention/recruitment.

**Action Item:** Alan and Christine draft a letter to send out to new members and a letter to send out to members that have let their membership's lapse.

**Action Item:** Officers and Leadership Team members to send their highest priorities for 2010 to Emily.

**Action Item:** Robin to call past officers to have on calls and mentor/reach out to new officers.

**Action Item:** Emily is going to talk to Mary Loan about ideas of someone that might be able to take this on from the Eastern Sierra side.

**Action Item:** Emily to email Jen Stockton the revised grant application form for the website with a set deadline to get apps in, hope to award in October.

**Action Item:** Send John images and comment on the mock banner.

**Action Item:** Nicole to send out drafts of the forms to the officers to review for student membership.

**Action Item:** Robin to follow up with National regarding the extra brochures for handing out.

**Action Item:** Robin will send out a proposal for the awards, should they be nominated or chosen?

**Action Item:** Robin will follow up about Cafépress.