

**NAI Board of Directors Meeting
June 2 – 5, 2005
Albuquerque, NM
La Posada de Albuquerque Hotel**

Board Members Present: Mike Adams, Vicki Basman, Bradley Block, Jim Covel, Faith Duncan, Janice Elvidge, Vern Fish, Lester Hodgins, Karin Hostetter, Susan Immer, Evie Kirkwood, Rachel Larimore, Steve McCoy, Tom Mullin, Ginger Murphy, Pat Silovsky, Bruce Stebbins, Lynn Youngblood

Staff Present: Tim Merriman, Lisa Brochu

Meeting called to order at 9:35am by President, Evie Kirkwood.

RLC Meeting Review – Brad Block – 10 min.
Strategic/Work Plan – Jim Covel/Lisa Brochu – 15 min.

Review, Adjust and Approve Agenda
Approve Minutes

I move to approve the minutes as written.

Karin Hostetter
Seconded: Steve McCoy

Friendly amendment: The minutes should have the year changed from 2002 to 2004, have Tim Merriman's name added, and the addition of Discussion Notes.
By Karin, agreed to by Steve

AYE: 17 NAY: ABSTAIN: PASS: U FAIL:

Approve Treasurer's Report

I move to approve to Treasurer's Report.

Vicki Basman
Seconded: Lester Hodgins

AYE: 17 NAY: ABSTAIN: PASS: U FAIL:

ACTION ITEMS: (Motion Required) 130 minutes

1. Permanently Restricted Funds – Vicki Basman

I move that the permanently restricted funds of NAI as of December 31, 2004, in the amount of \$296,141 be invested as follows:

\$ 100,000 in mutual funds (Vanguard, Green Century, Citizen's Index)

\$ 164,803 are LTF funds invested in the building at 230 Cherry Street

\$ 31,338 are the pledges receivable

Vicki Basman

Seconded: Ginger Murphy

AYE: 17 NAY: ABSTAIN: PASS: U FAIL:

2. Audit Motion – Vicki Basman

I move that we postpone the Auditor's Report until tomorrow, Saturday, June 3, 2005.

Vicki Basman

Seconded: Vern Fish

AYE: 17 NAY: ABSTAIN: PASS: U FAIL:

3. NIW 2009 - Jim Covell

I move that Hartford, Connecticut, be accepted as the location for the National Interpreters Workshop in 2009 subject to successful contract negotiation by staff

See report provided by Lisa Brochu and Deb Tewell

Jim Covell

Seconded: Faith Duncan

AYE: 17 NAY: ABSTAIN: PASS: U FAIL:

4. Bylaws Revision – Vern Fish

I move that the bylaws as amended be put forth to the membership for an immediate vote, with the understanding that a positive response will initiate immediate adoption and action.

Amended bylaws to be attached with recommended changes by Task Force.

Vern Fish

Seconded: Karin Hostetter

AYE: 1 NAY: 16 ABSTAIN: PASS: FAIL: X

I move to vote on the amended Bylaws tomorrow, Saturday, June 3, 2005.

Vern Fish

Seconded: Lester Hodgins

AYE: 17 NAY: ABSTAIN: PASS: U FAIL:

5. ED Compensation – Vern Fish

I move that we go into Executive Session with the Executive Director present.

Lynn Youngblood

Seconded: Rachel Larimore

AYE: 9 NAY: 4 ABSTAIN: 3 PASS: X FAIL:

(One Board member was out of the room.)

I move that we go out of Executive Session.

Tom Mullin

Seconded: Vern Fish

AYE: 17 NAY: ABSTAIN: PASS: U FAIL:

I move that we approve the Executive Director's compensation as presented by the E.D. Review Committee.

Vern Fish

Seconded: Jim Covel

Motion withdrawn by Vern Fish and agreed to by Jim.

I move that we raise the Executive Director's base salary by \$8,000.

Janice Elvidge

Seconded: Sue Immer

Friendly amendment to reflect that the salary increase will be retroactive to January 1, 2005.

By Vern Fish agreed to by Janice and Sue.

AYE: 15 NAY: 1 ABSTAIN: 1 PASS: X FAIL:

I move we approve the Bylaws as modified today, June 4, 2005.

Vern Fish

Seconded: Karin Hostetter

Friendly amendment: I move that the Bylaws as modified today, June 4, 2005, be put forth to the membership for an immediate vote, with the understanding that a positive response will initiate immediate adoption and action.

by Vern Fish, agreed to by Karin.

Friendly amendment: I move that the Bylaws as modified today, June 4, 2005, be put forth to the membership for a vote, with the understanding that a positive response will initiate immediate adoption and action.

By Vern Fish, agreed to by Karin.

AYE: 16 NAY: ABSTAIN: PASS: X FAIL:

(One Board member was out of the room.)

I move that we accept the Auditor's Report of December 31, 2004.

Vicki Basman

Seconded: Lester Hodgin

Friendly Amendment I move that we accept of the Auditor's Report of December 31, 2004 as presented, with the change of Note 7, Page 15, should read, "The Association contributes 9.5% of employee compensation to the plan."

By Vicki Basman, agreed by Lester.

AYE: 17 NAY: ABSTAIN: PASS: U FAIL:

Discussion Items – 95 minutes

1. Interpreter and Legacy - Tim Merriman

- Discussed ideas to enhance The Interpreter with increased articles relevant to interpreters.
- Future advertisers in Legacy may be broader in scope
- We need the Board to be involved with this campaign.
- *Legacy* is going to be great interpretive stories, great interpretive writing, provocative writing, thematic, making emotional connections.
- Authors and photographers for Legacy receive compensation for their work (excluding staff and board members).
- *Legacy* subscriptions make great gifts and awards.
- Paul Caputo has upcoming Legacy themes (also on the web).

2. At-Large Board Members – Eve Kirkwood

- Should be staggered.
- Should be chosen as such:
 - Two appointed during the year that the VP Programs/Treasurer are elected.
 - One is appointed during the year that Pres/VP Admin/Sec are elected.
 - This first year (which is a transition year), one is appointed to a two year term, two are appointed to a one year term.
- Could be reappointed to a two year term.
- Appointments would be approved at the NIW '05 meeting to begin their term in January 1, 2006.
- They don't have to be a member, but experience tells us that it would be preferred.
- We should have a Job Description and Gap Analysis for each At-Large Board
 - Ask them, "Why would you want to serve on the NAI Board and what would you bring to the mix?"
- Put together an internal Task Force with a representative from RLC, SLC, plus Tim or the Executive Committee to work on this.

*** Evie will ask the Chairs from the RLC/SLC to appoint someone, Evie, Tim, and Vern ad hoc to serve on this committee.

* They will establish Gap Analysis, Job Description, Procedure to appoint, etc.

2. Definitions Project – collaboration with others - Tim Merriman and Lisa Brochu

- Meeting with NAAEE to come up with definitions, so that they all agree eg. interpretation, environmental education, etc.
- Also, collaborating with ANCA to produce a survey to post on the website. We will send it to our NCDA members and the ANCA members. There is about a 25% overlap (between ANCA and NAI). About 13% of NAI members are NCDA and ANCA members, and 12% of the NAI members that are also ANCA members are not NCDA members.

3. Living Museum in Fort Collins – Tim Merriman

- The Raptor Center may possibly build a Museum in the area (former flood plain), and house the Raptor Center. The Raptor Center has asked Lisa and Tim to do the consult on the Center for \$30,000.00. Tim would resign from their Board in order for Tim/NAI to enter into the consultation.
- Tim/Lisa will not bid for consultation/planning in order to not compete with NAI members.
- Could be used as a model project for CIP classes held at National Office.

4. International Workshop – Lisa Brochu

- The Call for Papers has two weeks to deadline.
- There is about \$50,000 committed in donations toward the conference.
- Option to cancel is still available if needed..
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EcoTours:

- About 30% of the sign ups are repeat participants from past EcoTours.

The 2005 India EcoTour is posted on the web site

5. Certification Program Assessment – Lisa Brochu – 10 min

- Please look on the website for information Certification. Look on Leadership Resources, Documents.
- Critical issues include:
 - Trainers not following procedures (there are 185 trainers, 100 are active)
 - Typically the trainer is new or confused.
 - Since CHI classes have been contracted out...they have not made.
- There is a less than 2% failure rate for people who complete the process.
- Board requested that Lisa will post the pass/fail rates; percentage of those certified who become members and those that renew.
- At year end, Lisa currently reports how many classes are taught, how many students, etc.
- As a Board member, Section Director, or Region Director, you can participate in a Certification class at no charge. You have to be on the Board at the time when you sign up. (This is for a Professional Level classes only, CIT, CIP, CIM, CHI, not CIG or CIH).

6. Staff changes – Lisa Brochu

- Karrie Koch is replacing Jolene as the Certification Clerk.

7. Other Discussion items

- Conference Call times will be posted on the web.
- Board members will continue to receive an email reminding them of the call.
- Notes are posted on the web.

8. Set Fall 2005 Board Meeting Date – Evie Kirkwood .

November 8, Tuesday, and Saturday, November 12

9. InterpPress

- Review of Procedures: Possible authors are requested to submit 3 chapters. The author submits an estimated market potential..
- The editorial review committee changes from book to book. Several Board members have been utilized VP Programs reviews all.
- A marketing plan for sale and review of books was written by Tim for *Personal Interpretation*.
- *History of NAI* book is on the horizon. Tim and Lisa have written most of it. As work for hire (no royalties)

Board suggested that staff look into listing on Amazon.com,

10. Personnel Policy Updates

- Personnel Policy has not been updated since 1998, and it has been suggest that it be updated to meet current meet Colorado standards.
- Tim has been charged with updating the Personnel Policy, and it has been suggested that he involve some sort of outside review..
- He will give updates to the Executive Committee, and check with the attorney before presenting to the Board in November.

11. Establish Task Force for E.D. Evaluation

- Tim, Vern, and Jim will work together (contacting members of the Board, if necessary) to craft an evaluation process, choose an evaluation form, and decide upon a Salary and Compensation Benefit package grid with a projected target for future use.
- They will bring back their proposal to the Board in November 2005.

I move to adjourn the meeting.

Steve McCoy

Seconded: Bradley Block

Meeting was adjourned at 3:00 p.m. Saturday, June 04, 2005.

Respectfully submitted,

Lynn Youngblood

NAI Secretary

INFORMATION ITEMS (Written Reports only, found on website)

Officers' Reports

Regional Directors' Reports

Sections Reports

NIW Reports

Committee Reports