

NAI BOARD OF DIRECTORS MEETING and STRATEGIC PLANNING
March 5-6, 2014
Fort Collins, CO

MINUTES

Board Present: Linda Strand, Kevin Damstra, Jay Miller, Tom Mullin, John Miller, Theresa Coble, Todd Bridgewater, John Luzader, Amy Burnett, Cem Basman, Pepe Chavez, Jeff Miller.

Staff Present: Executive Director Margo Carlock, Publications Deputy Director Paul Caputo, Membership Manager Jamie Herndon, Certification & Training Program Manager Emily Jacobs (via Skype), Administrative Assistant Francine Maesta, Certification Program Specialist Carrie Miller.

Guests: Jane Beattie

Welcome- VP of Administration Cem Basman.

The Strategic Planning Meeting began at 9:02am MST.

Strategic Planning.

Cem Basman began the strategic planning session at 9:02am MST on Wednesday, March 4th. Stated that President Amy Lethbridge wanted to pass on her well-wishes and apologies for not being able to make the board meeting due to important work obligations.

Cem Basman invited Jane Beattie to present her findings via powerpoint.

Ms. Beattie's Strategic Planning findings are available on the NAI website: www.interpnet.com.

NAI Board of Directors Meeting

Board Present: Linda Strand, Kevin Damstra, Jay Miller, Tom Mullin, John Miller, Theresa Coble, Todd Bridgewater, John Luzader, Amy Burnett, Cem Basman, Pepe Chavez, Jeff Miller.

Staff Present: Executive Director Margo Carlock, Publications Deputy Director Paul Caputo, Membership Manager Jamie King, Certification & Training Program Manager Emily Jacobs (via Skype), Administrative Assistant Francine Maesta, Certification Program Specialist Carrie Miller.

8:35am Call to Order and Approval of the Minutes

Cem Basman welcomed everyone, thanked Linda Strand and Jane Beattie for working on the strategic plan, which is ongoing. Welcomed new board members Pepe Chavez, Jay Miller and Jeff Miller. On behalf of the board, Mr. Basman wished NAI staff Beth Bartholomew a speedy recovery.

The agenda was adjusted.

John Luzader added action item 5A: Membership of the Programs Committee.

Cem Basman added 5B—a recommendation to create a Development Task Force.

Motion: *I move that we approve the agenda.*

Moved: Tom Mullin

Seconded: John Luzader

Yays: 11

Nays: 0

Abstentions: 0

Motion Passes

There are several mistakes and omissions in the previous (November) minutes. These errors will be corrected and the minutes will not be posted under 'minutes' until corrected.

Motion: *I move that we table the November minutes.*

Moved: Theresa Coble

Seconded: John Luzader

Yays: 11

Nays: 0

Abstentions: 0

Motion Passes

Discussion – It was recommended that the minutes with errors (last board meeting) be labeled 'pending'.

ACTION ITEMS:

4. Recommendation and action on Personnel Committee appointments – 15 min. – Cem Basman

Motion: I move that we approve the slate of Cem Basman, John Luzader, Todd Bridgewater, Jessica Moore, Rachel Larimore to the personnel committee.

Moved: Tom Mullin

Seconded: John Miller

Yays: 10

Nays: 1

Abstentions: 0

Motion Passes

Discussion- It was pointed out that Todd Bridgewater is already on another committee. Mr. Bridgewater responded that he could handle both duties.

5. Recommendation and action on Nominations and Elections Committee appointments – 15 min. – Cem Basman

Motion: *I move that we approve the Nominations and Elections Committee appointments of Jeremiah Hyslop, Dominic Cardea, Sara Lustbader, Alan Leftridge.*

Moved: Theresa Coble

Seconded: Jeff Miller

Yays: 10

Nays: 1

Abstentions: 0

Motion Passes

Discussion: When the elections manual is in place, this committee will be more autonomous than in previous years.

John Luzader stated that we were out of order with an action-item related to his request to regarding the Programs Committee, and withdrew his agenda item.

Motion: I move to establish a Development Task Force

Moved: Todd Bridgewater

Seconded: Jay Miller

Friendly Amendment: I make a friendly amendment to establish a Development Task Force *to serve as need.*

Friendly Amendment accepted.

Yays: 11

Nay: 0

Abstentions: 1

Discussion: The purpose of establishing a development task force is to create a coherent development Margo Carlock stated that she would like to look at other funding sources, and that she is seeking Board input. The task force will be appointed by the President.

Motion Passes

DISCUSSION ITEMS:

6. Advisory Council Update and Report – Kevin Damstra – 30 min.

Kevin Damstra reported on the state of the Advisory Council. Board members spoke about situations regarding the performance of existing Organizational Units that will in the future be covered by the policy manual. John Miller stated the goal to see Organizational Units succeed. The Advisory Council leadership team is made up of: Kevin Damstra (chair) , Lori Spencer, (financial officer), John Miller (secretary), William Bevil, Nancy Stimson, and Pepe Chavez .

7. Report on International Conference – Margo Carlock – 30 min.

Margo Carlock reported that NAI is proceeding with plans for the International Conference in Suncheon, Korea. The schedule is currently being revised to reflect the number of participants, which is significantly lower than expected, such as a plan to visit more local interpretive sites. Not all of the participants have registered, yet.

For future workshops, Ms. Carlock stated that NAI is working with Interpret Canada for 2015 to create something that will benefit both organizations, and encourages more participation by the international section in 2015.

8. Report on National Conference – John Luzader – 15 min.

John Luzader reported on the National Workshop in Denver. The call for papers closes Mar. 31st. Some planned changes to this year's workshop include: adding a day back in for tours, getting more local flavor, and looking at diverse evening events. Discussion on session evaluations and potential discounts for workshop volunteers.

9. Budget Report – Margo Carlock – 15 min.

Theresa Coble reported on the budget. She sent out the Spring Treasurer's report, which can be found on the NAI website: www.interpnet.com . Ms. Coble recommended having a discussion in August about travel costs. At this point in the meeting, Cem Basman, Tom Mullen, and Pepe Chavez left the board meeting for the airport.

Margo Carlock presented on the state of the budget and reported that NAI is still implementing the new accounting structure.

IMIS report- NAI sent out an RFP for assistance regarding the IMIS system, and accepted a firm. Significant progress has been made, and NAI hopes to switch to the new system in May. Ms. Carlock wants to provide Jamie Herndon and other staff with IMIS training.

10. Scholarship Policy discussion – Margo Carlock – 30 min.

Margo presented a proposed scholarship draft policy for the National Office.

Questions that came up:

- 1) What kinds of scholarships should we offer?
- 2) Who should we make the scholarships available to?
- 3) What should the criteria for eligibility be?
- 4) What are the elements for application?

5) What are our funding sources?

Discussion was held about how to disperse the awarded scholarship funds in the future. Margo Carlock asked for direction for the staff on this policy that doesn't have precedence. John Luzader asked Margo Carlock to get a proposal to Amy Lethbridge and set up a conference call.

Motion: *I move that we adjourn the NAI Spring 2014 Board Meeting.*

Moved: Linda Strand

Seconded: Todd Bridgewater

Yays: 9

Nays: 0

Abstentions: 0

Motion Passes

Adjourned 1:35pm

INFORMATION ITEMS: Available Feb. 28 on website under Resources/NAI Admin Docs/Board Meeting Materials

- Executive officer report
- Committee reports
- Treasurers report
- Minutes/November 2013 board meeting
- Financials (on Financial Information page)

NAI Mission: Inspiring leadership and excellence to advance heritage interpretation as a profession.

Respectfully submitted,

Amy Burnett, NAI Board Secretary, May 16, 2014