

# Regional Leadership Council Teleconference

Monday, August 20, 2012

Recorded and submitted by John Miller

Participating in the Call: Region Directors: Tom Mullins (Chair – Region 1), Linda Baily (Region 2), Kathy Gross (Region 3), Laura Kohn (Region 5), John Miller (Region 6), William Bevil (Region 7), Kevin Damstra (Region 9), Chuck Lennox (Region 10)

NAI Officers: Cem Basman

NAI Staff: Jamie King

Meeting began at 3:00pm EST

## **Secretary position for the RLC**

First order of business was to fill the vacancy for the Secretary of the RLC. Tom Mullins asked for volunteers to fill this position for the remainder of the year. John Miller (in a moment of weakness) offered to fill this position. This was accepted by the RLC Chair.

## **Update on the Executive Committee Teleconference call**

Three of the four RLC representatives on the Board were able to listen in on the Executive Teleconference phone call earlier that morning. This included Tom Mullins, Chuck Lennox, and Kevin Damstra. John Miller was not available to be on that phone call. The notes of the Executive Committee will be sent out soon.

## Search Committee for the new Executive Director

Chuck Lennox is the Chair of the search committee for the new Executive Director (ED). There are currently three NAI members on this committee: Chuck, Jane Beattie, and Rachael Larimore. The plan is to add two more members, one from the National Park Service and someone from outside NAI. So far 3 'head hunting' companies have been interviewed to help coordinate and narrow the search for the ED position. There is another company being contacted for an interview over the Labor Day weekend.

The time line for the filling of the ED position is not set in stone. In a perfect world, the targets would be:

- by National Workshop, have the final round of candidates we are most interested in
- January 1-15<sup>th</sup>, have the new ED selected.
- February 1<sup>st</sup>, have the new ED in Fort Collins

## Face-to-Face Meeting of Executive Committee with NAI Staff in Fort Collins

Amy Lethbridge, Cem Basman, and John Luzader met with the NAI staff in Fort Collins recently to get a pulse on how the staff was doing with this transition and changes. They reported that the Office moral is good and they have confidence with the office staff and with interim Executive, Paul Caputo.

## IMIS Unveiling

It has now been 2 years of Board action to have IMIS nearly in place. It is now on track to be unveiled at the November National Workshop. Note that staff have been working well with the implementers to get IMIS into the final stages, however, a big thanks to Jamie there appeared to be a glitch in the time table to get things and put us back on track.

Kevin Damstra reminds everyone that the Membership Module is the first part of IMIS to go live. The second part will be the Certification Module, and then the third module will be Training.

Jamie wants everyone to know that the Regional Membership lists have not been sent out yet, but that she is working on it. If any Director needs a current Membership list, let her know and she can get it to you as soon as possible.

### November National Workshop

There is some concern that as of this week there are only 300 registrations for the National Workshop in Hampton VA. The 'break even' point is 600. There is a possibility that more Federal and State agencies will make the decisions to allow their staff to attend. This may be related to budget timing. Please encourage anyone who is planning to go to the NIW, to get registered ASAP. More updates will follow.

### **Bylaws Discussion**

There will soon be information sent out to members about the upcoming vote on the NAI Bylaws changes. John Miller asked if all the Region Directors could get a copy of the "Letter to Members" from Amy Lethbridge. This is a good document that not only gives background about complying with Colorado law, it also gives details and talking points on each article in the proposed bylaws. We definitely encourage all members to read this letter AND vote on the proposal.

Tom will send a copy of the 'Letter' to all Region Directors.

### **Regional Budgets**

Reminder that Regional Budgets are due by the end of September. They should be sent to both Tom Mullins and Kevin Damstra. They will combine all the Region Budgets and submit them to Paul Caputo and Theresa Coble.

For those who need help putting their Region Budget together, Kevin Damstra will be sending out a template with instructions to create a 'Profit and Losses' Budget. He has taken the budget codes used in the National Budget to put into this template. This will make it easier for National to plug in all of these Budgets into their proper place. This budget template is also being used for Sections. Remember that a particular Region may not be using every line in the template. Simply plug in what pertains to your Region.

### **Proposals for Consideration**

Tom Mullins proposed four proposals for consideration.

- Reinstating a nominal reimbursement for each newsletter sent out by a Region.
- A 'finder's fee' for renewing members whose membership has lapsed.
- 50/50 split of profits from webinars conducted by Regions. Half of the profits would go to the Regions and half to the National Office.
- Reimbursement to Regions where National Workshops are conducted.

There were several discussions that both National and Regions need to focus on increasing revenue streams and not taking money from the National budget and redistributing it to the Regions/Sections. We also need to remember that the structure of the National Workshops is no longer in a Regional format and that they have been planned out for the next several years.

There was good discussion about the effectiveness and importance of newsletters. With the advent of social media and other electronic media, we may need to look into how we define newsletters. We may need to look at the whole picture of delivering information to our members.

We agreed that the phrase "Revenue Sharing" was most appropriate. Some of these ideas may be placed on the agenda at the upcoming RLC meeting in November.

There was a brief recap of how NAI finance are structured. The directions we need to look at for NAI are Financial Security, Revenue Generation, and Outside Revenue Streams. John Miller suggested that we have a 30-minute presentation by Theresa Coble or Beth Bartholomew on how the NAI Finances are structures so that all Region Directors know how our finances are tied together, and how we sometime need to have a line of credit. Kevin Damstra mentioned that it is not uncommon for non-profit organizations to take out a line of credit. William Bevil mentioned that Region leaders need to be able to articulate NAI/Region funding and finances to our membership. He also mentioned that Regions need to pull our own weight when it comes to revenue generation. We need to share these new ideas at all of our meetings.

**Next RLC Meetings**

Tom Mullins mentioned that there will be a RLC Teleconference call in September, but we did not have the specific date.

There will be a RLC Meeting at the National Workshop in Hampton VA. It will be Monday, November 12<sup>th</sup> from Noon to 3pm. There will also be a joint RLC/SLC meeting from 3-5pm. Tom will be accepting agenda items for those meetings.

William Bevil mentioned that he will not be able to attend the RLC Meeting at the National Workshop. John Miller again asked to have the Budget/Finance presentation at our RLC Meeting in November.

**Newsletter Lag** (question posed to Jamie)

A questions was posed to Jamie King about the time lag between sending something for the newsletters and the time it gets sent out. Jamie said that if your newsletter is being done through Constant Contact, then it goes through Paul Caputo. Depending upon his schedule, the lag time could be about 1 week .

**Cem's Comments**

Cem Basman said that he, Amy Lethbridge, and John Luzader have met with the new Certification and Training Program Manager, Emily Jacobs. They are all pleased with her and her abilities. The NAI Office is in good working order. The staff are doing fine and in good spirits.

**Thanks**

There was a big Thanks to Kevin Damstra for nominating Will LaPage for 2012 NAI Fellow Award .

Call ended at 3:59 pm EST