

Regional Leadership Council

Conference Call

October 17, 2012

Recorded and Submitted by John Miller

Participating on the call:

Tom Mullin (Chair – Region 1), Linda Bailey (Region 2), Kathy Gross (Region 3), Tim Krynak (Region 4), John Miller (Secretary – Region 6), Kevin Damstra (Region 9), Chuck Lennox (Region 10), Paul Caputo & Deb Tewell

Conference Call began at 12:05 EST

November RLC Meeting Reminder

Tom Mullin reminded everyone that the next RLC meeting is scheduled to be conducted at the National Workshop on Monday, **November 12th from 12noon to 5pm**. At some point during this meeting the RLC and Section Leadership Council (SLC) will meet together. Discussion later on if we would like to meet with the SLC early in the meeting or late in the meeting.

Tom asked for items to put on the agenda for the November RLC meeting.

In-Service Financial Presentation

John Miller asked if we could have a 30 to 45-minute In-service Training presentation by either Beth Bartholomew or Theresa Coble on NAI Financial Structure. Tom asked if this would be the same thing offered by NAI Office staff later in the National Workshop. Paul quickly found that the Treasurer's Meeting is scheduled for 11:30am on Thursday (November 15) in Room 202. Paul mentioned that this meeting is encouraged for Region and Section Treasurers and Directors. Kevin expressed that it would still be a good idea to have a hands-on presentation on so that all Directors could better understand NAI financial structure and needs. Paul said he would talk to Beth to see if she would be available on that Monday during the RLC and if she would have time to prepare the 30-minute presentation. John agreed to coordinate with Beth and Paul for this option. Tom agreed to contact Theresa Coble to see if she would be available for this training as well. There was discussion to have this training either near the beginning of the November RLC meeting or in the middle, but not at the end.

RLC Representation on next Year's Board of Directors

Tom mentioned that one item that must elect one of the RLC representatives to be on the National Board of Directors (BOD) for 2013. He mentioned that with the new Bylaws, there will not be 4 members of the RLC on the National Board of Directors (BOD). There will be at least one Director from the RLC on the BOD. Tom mentioned that he is not seeking to be the RLC Chair for 2013 and he shared that Travis Williams is also no seeking to be SLC Chair. Kevin mentioned that we should be consistent with the SLC (and coordinate with Travis) on how SLC and RLC chairs are determined. Tom mentioned that we must make a concerted effort to make

sure the RLC is represented on the BOD. Tom suggested that the RLC adopt “Interim Procedures” for this next year since the elections may not be completed by the National Workshop. Tom added that these procedures include the call for nominations.

Suggestions for Agenda Items

Kevin urged that any agenda items involve an action plan so that we walk away from the November meeting with specific actions, person responsible, and a date for reports or updates.

1) Kevin suggested to see if either Cem Bassman or Linda Strand could be available during our RLC meeting to help review our policies and procedures (more or procedures) to make sure we are making correct adjustments /updates to our action plans for BOTH the RLC procedures and each Region’s procedures.

2) Kevin also suggested that we take a look at the format of each Region’s financial budget. He wanted to know if the format/model he implemented is what National needed and if it was in a usable format for each Region. Tom mentioned that several (not all) Regions have submitted their 2013 budgets using Kevin’s budget format/model. Kevin suggested that each Region (Director, Treasurer, or designated officer) be prepared to bring their budget numbers to the November RLC meeting. It would be most helpful to the National Budget to have all Region budgets in place in the same format.

3) Tom proposed that the RLC create a list of items that we wish to take to the BOD. He said that there needs to be a streamlining of methodology of how to bring member-driven policies and procedures to the BOD. Currently it is not clear where we go and who to ask for direction to make sure concerns or proposals do not languish.

4) Kevin asked if we could get clarification on the Organizational Units that could be represented on the BOD. They will not necessarily be the same representatives of the RLC and SLC as has been in the past. Kevin asked for this to be an action item complete with definitive answers and timeline.

5) Kevin asked for Fundraising on the National and Regional level to be on the agenda. He suggested having time to discuss ideas on fundraising to OUTSIDE our membership. This needs to include having a Region (or other organizational unit) to take the lead on these ideas and get kinks worked out. This would be a true action item complete with time lines, which groups are taking the lead, and a report of results.

6) Kevin wanted to bring Regions in more alignment with what the Sections have been doing for Accountability and Basic Requirements. Like the ‘tough love’ the SLC implemented last year, we need to have Regions go beyond the current ‘score cards’ to establish clear requirements each year that have measurable results. Depending upon the results at the end of the year a Region may have penalties or punitive responses from the RLC. We are not necessarily looking

to dissolve a Region, but we need to find answers to a unit being better responsive to members especially in Regions that have huge geographic areas. Tom mentioned that we must also understand that the new bylaws no longer dictate that there HAS TO BE 10 Regions...there can be more! There needs to be a discussion of our current Region structure. Is it working? This conversation and the accountability are closely related. We need to look at Regions and examine if we are positively affecting or hindering the delivery of member products and services. Kevin suggested that an example of the accountability 'test' would be that if after 2 years the Region did not meet requirements X,Y,& Z then the other Regions can work together to take on portions of the struggling non-compliant Region. It is even possible to have the non-compliant Region split into smaller units or even morph into some new structure. We may indeed have more Regions! Even though the Regions have had the 'report cards' longer than the SLC, there still needs to be some accountability procedures. We need to refine what we already have and look for revisions and updates to help them succeed. Currently Regions do not have any enforcement for accountability at this time.

Update of the National Workshop.

Paul reported that the registration is now up to 500 as of the deadline. 500 is the number needed to break even. There are still some NPS folks who have indicated that they are coming but have not yet registered, so we will definitely have more than 500. The hotel rooms are filling and we have met the minimum for the Embassy Suites. We are not helping to fill the other hotel now. Overall the attendance and improvements will make this a moderate workshop.

A question was asked of Deb Tewell if the meeting rooms for the BOD and RLC/SLC will have internet capability. We had not asked for this since it would cost \$160 for that service. We agreed that this means we will need to come prepared with all copies or reports in advance.

Tom asked for a roll call of which Region Directors plan on attending the NIW: Those who said they would be attending were Directors of Regions 1,2,3,4, 6, 9, and 10. Tom would find out if the other Directors will attend or have a representative from their Region. Kevin suggested that each Director (or designate) arrive at the meeting with thoughts about the agenda items in hand and not waste time by starting from scratch. Tom said he would send all Directors a detailed agenda before the meeting so that everyone can come prepared.

Brief Update on Executive Director Search Committee

Chuck Lennox said that things are moving forward. His committee will be sending out a survey to the BOD, RLC, and SLC members to ask for their input of qualities, skills, abilities, etc. that they would like to see in the new Executive Director.

Chuck reported that his committee has been finalized and includes himself, Jane Beattie, Rachel Larimore, John Morris (NPS), and a non-NAI member who has a background in non-profit management organizations. We appreciate all of their efforts.

Priority List for November RLC Agenda

Tom asked John for a summary of the 6 ideas already mentioned for items that need to be included on the November agenda. With clarification from Kevin, the following list was generated .

2012 November RLC Action Items:

- **Regional Budgets and Budget Reporting** (30 minutes)
Leave with a finished reporting format and completely submitted budgets (Board Vote?)
 - **Fundraising Action Plan** (45 minutes)
Leave with certain Regions stepping forward to pilot proposals and a definitive pilot period (Board Vote)
 - **Identify Regional Performance Requirements** (review Report Card) (45 minutes)
Leave with a Definitive Performance standards and options to deal with accountability and failure to meet the standards (this may need a Board Vote).
 - **Review of RLC and Regional Policies and Procedures** (40 minutes)
Identify areas that need updating, assign these to specific Regions, and set a deadline for completion.
This would also include identifying procedures and mechanisms to bring issues to the BOD.
 - **Election of RLC Chair and Board Representative** (20 minutes)
These may need to be postponed until all Regional Directors have been elected.
- Please come prepared to discuss and contribute to each of these items.

Scheduling of the RLC Meeting

With a 5 hour block of time it was suggested that we have the RLC meeting from **12noon to 3pm** and then have the combined RLC/SLC meeting from 3-5pm. The Financial Training would be included in the first 3 hour block. If we have any policies/procedures discussion the SLC can be involved in those discussions in the last 2 hours. Tom will contact Travis Williams (SLC Chair) to see if that schedule would meet their needs.

Tom also suggested contacting Theresa Coble (NAI Treasurer) and either Cem Bassman (VP Administration) or John Luzader (VP Programs) to be present for policy/procedure discussions and composition of new BOD.

RLC Meeting concluded at 12:58pm EST.

Respectfully Submitted by John Miller