Advisory Council Report to the Board of Directors

August 2014

Advisory Council Membership: Linda Bailey, William Bevil, Bob Carter, Jose Chavez, Kevin Damstra, Amy Erickson, Duane Fast, Therese Joyce, Eric Knackmuhs, Chuck Lennox, Marvin McNew, John Miller, Amy Roell, Lori Spencer, Nancy Stimson, Bill Weldon, Jenn Wright

Year in Review: Throughout 2014 the Advisory Council has been working to complete four goals related to our future success and operation. I will address each of these goals and our progress below.

1. **Election of Advisory Council Leadership and representatives to the Board of Directors.** – Prior to the March Board meeting the Advisory Council worked with the National Elections Committee to run our first election for officers and representatives to the Board of Directors. Elected positions are:
   a. AC Chair – Kevin Damstra
   b. Vice Chair – Lori Spencer
   c. Financial Officer – not filled
   d. Secretary – John Miller
   e. Programs and Member Services Coordinator – William Bevil
   f. Elections Coordinator – Nancy Stimson

   The two Advisory Council Board Representatives are Kevin Damstra, elected to the two year term, and Jose Chavez, elected to the three year term.

2. **Creation of a planning calendar to get a complete picture of NAI services and trainings across the Organizational Units.** – Program and Member Services Coordinator, William Bevil has done a great job creating calendars in the Advisory Council Basecamp project, for each OU. He has included all of the known programs that can currently be found online. Unfortunately the Basecamp project has not been fully adopted by the Advisory Council membership, thus making it an ineffective tool. Some of our members have chosen not to create accounts on Basecamp, while others are unable to reach the website due to various security settings.

   The AC is actively seeking alternative methods of compiling this information to maximize collaboration across the OUs.

3. **Creation of an Organizational Unit evaluation mechanism.** – The Advisory Council has spent a portion of both of our conference calls discussing the general criteria, methods, and style of an evaluation mechanism. This conversation is ongoing, and we will use a portion of our time in the Board Meeting to expand this conversation to include the Board. In general we are looking at Quantitative and Qualitative surveys to ascertain our effectiveness at meeting our core functions, budgetary requirements, and annual goals. Please see our “AC Evaluations Format”
document to see the DRAFT that is being used to spark our conversation. We are currently working towards having a final recommendation to the Board of Directors for our November Board Meeting.

4. **Financial accountability across the Organizational Units.** – Lack of an elected Financial Officer has slowed our progress in this area, however the AC Chair, Vice Chair, and interested AC members have been involved in various aspects of our financial accountability. Kevin Damstra and Lori Spencer are in the process of collecting budgets from all of the Organizational Units. These will be compiled using the new account codes that Bob Carter, and Kevin Damstra worked with Margo Carlock to create.

In addition to this work the Advisory Council will be bringing to the Board a motion, described below, that will address the responsibility of National Office to sign and assist in the negotiation of financial contracts for the Organizational Units.

Other updates:

**Student Organization Guidelines** – Over the past year, the Advisory Council has been approached by a number of student groups and academic institutions seeking guidelines on how to become a NAI recognized student organization. In conversations with NAI staff, it has become clear that the Association does not have guidelines. Working with the President, Executive, and Deputy Director, the Advisory Council has drafted guidelines and benefits associated with the creation of a Student Organization. Please see our “Student Organization Guidelines” Document for the full text. Adoption of this document will be motioned during the August Board Meeting.

**Advisory Council Timeline** –

- September 1st - Balanced Proposed Budgets are due to the National Office from each OU using funds
- November 17th – Final draft of OU Evaluation mechanism discussed at the AC Meeting
- By December 31st – New AC Members are announced with NAI elections, and new AC leadership elected
- 2015 – Full Evaluations of OU will commence

**Business for the Board of Directors**

**Motion:** *On Behalf of the Advisory Council, I move that we adopt the Student Organization Guidelines as written and proposed to the Board of Directors on August 14, 2014.*

**Motion:** *(Draft) On Behalf of the Advisory Council, I move that the National Office staff assume all responsibility for negotiating the final details and signing all contracts involving NAI funds.*