

# Executive Committee Conference Call Minutes

## Monday, February 20, 2012

### Conference Call began at 11:25 EST

Amy Lethbridge welcomed everyone.

#### 1. Report from Staff

##### a. Financial Report

- Staff reported on NAIs financials. Please refer to the financial report of Feb 16th.
- Staff reported lots of certification activity since last report.
- Membership numbers are at a record high, and continue to grow. The average membership income is about \$60 per member.
- There are a record number of student members right now; over 900.
- Our membership at the time of this conference call is at 5045.
- 30 universities are registering CIG's right now, which has led to an increase in student membership.
- Promotion of new and retention of institutional members is a focus for this year.
- Staff reported that we are still paying for 2011 National Workshop expenses (a few bills are still outstanding, that will be paid as they arrive).
- There are indications that our average member income is less than it was a year ago.

##### b. IMIS

- iMIS database will hopefully go live in March. We are not paying until we go live. iMIS is working closely with Jamie King with all of our data.

##### c. Certification Courses

- CIT continue to be popular courses; two upcoming courses (Yosemite and Grand Canyon) are sold out, with 48 filled seats (24 in each). Xanterra is bringing 19 people of their own. They also have expressed the desire to train their front line in the Certified Host Course.

#### d. International Conference

- National Workshop note: We are losing Co-Sponsors of breakfasts, like BOR etc.
- International conference. 77 registered for Hawaii at last check. Lisa will report back with a break-even number.
- On the 28<sup>th</sup> and 29<sup>th</sup> of February, Tim Merriman will be conducting financial webinars for NAI leaders.

#### 2. Committee Reports

(Personnel, Program, Finance, Ethics, Nominations/Elections)

- Cem Basman reported on the Personnel Committee. He has received three positive responses so far.
- Theresa Coble reported on the Finance Committee. See financial report of February 16, 2012 for details.
- Cem Basman reported on the ethics committee. Gail Vanderstoop has said yes to the Chair position. Mr. Basman proposes putting out a ballot to the board for approval.
- Bob Hinkle has retired.
- Cem Basman is getting started on revising an elections manual that will be finalized and voted on.
- Amy Lethbridge asked Tim Merriman for a calendar of important board dates for the year that could be disseminated to board members.

3. Operations Plan – Status was discussed.

4. Staff evaluations

- Cem Basman reported on staff evaluation process.

5. Location of June meeting discussion

- Amy Lethbridge spoke about options for a June meeting location. David Knotts offered space at a place in Missouri at Lindenwood University. St Louis airport is 40 minutes away. Lisa Brochu has sent Amy Lethbridge a breakdown of expected June meeting costs.
- Holding the June meeting somewhere else was discussed.

6. Minutes from January meeting will be uploaded to the website as soon as they are complete. Amy Burnett thanked Cem Basman for his offer of assistance in filling in gaps in the notes.

7. RLC/SLC Updates

- RLC (no update)
- SLC: Travis gave an SLC update; stated that a great new newsletter for all Section participation, called 'Intersection' is in the works.

7. Other items, questions, announcements

- Flowers for David Knotts (contributions for a memorial) were discussed.

**Meeting Adjourned at 12:27 EST**

Respectfully Submitted,

Amy Burnett  
NAI Board Secretary