

**Executive Committee Conference Call Minutes**  
**Monday, March 19, 2012**

**Conference Call began at 11:15 EST**

**1. Report from Staff**

Tim Merriman and Lisa Brochu greeted everyone on the conference call.

a. Financial Report

Staff reports that we are in a better position than last year at this time. Some concerns:

- While membership is at a great new level, revenue from membership is down.
- Certification revenue is up, currently, but balancing the revenue with the need for time with other projects will continue to be an issue.

b. IMIS

IMIS has not given us a concrete date. Tim will continue to be on them for some idea on the progress of this investment

c. Certification Courses

Cert courses have been up in January and February. Aramark is adopting the program as a company-wide training program.

d. International Conference

82 are currently signed up. Lisa expects it to fill by the deadline.

e. National Workshop

The Committee continues to be great to work with, and all is on schedule.

f. Webinars

A slate of webinars are on tap. It was noted that advertisement for these are lacking on the homepage of NAI and it is difficult to find them on the NAI web page. Lisa Brochu noted she will chat with Paul about this.

**2. Committee Reports**

a. Personnel-

Committee was approved by Exec Committee and Cem Basman will be moving on this asap.

b. Program-

Committee was approved by EC and John will be moving on this asap.

c. Finance

Theresa Coble is moving forward with the Finance Committee asap.

d. Ethics

Gail Vanderstoop was confirmed as Ethics Committee Chair.

e. Nominations/Elections

Bob Hinkle is working on this as a priority and number one on his list is the Region 7 Director Special Election

**3. Operations Plan**

Staff and Jane Beattie were thanked for their efforts. Minor additions were noted especially in the area of the need for fundraising time and work. Final approval should be to the Board by April.

*Cem Basman, VPA continued taking minutes after Secretary Amy Burnett left midpoint of the meeting:*

**4. Staff Annual Reviews: Cem Basman, VPA**

- The Executive Committee will go into an Executive Session after the current meeting is completed to discuss confidential items related to the staff annual review process.

**5. Letter of Support for Climate Change Education Project – Amy Lethbridge, President**

- This was a very quick turn around and Amy made a Presidential decision to act on the opportunity.
- The EC supported the President in her decision to make this decision to support this grant initiative.
- Mike Whatley will be a good resource for more grant opportunities for NAI and should work with executive staff with potential fund raising opportunities.

**6. Minutes from January Meeting: Amy Lethbridge in lieu of Amy Burnett**

- Secretary Amy Burnett did not submit a report but the minutes are incomplete and are being worked on by several sources and should be posted soon.

**7. RLC Update: Tom Mullin, RLC Chair**

- Have formed a small committee to bring RLC in parallel with the SLC.
- A plan will be presented at the June BOD meeting.
- Tom mentioned that the minutes must be kept up to date to help Regions in their ability to get work done in a timely manner.
- RLC members would like to know when the Bylaws are to be presented to the members for a vote.
- Regional Workshops have had problems with the National Office in getting complete list of participants.
- Tim Merriman, Executive Director stated that when iMIS is in place, these problems will disappear, also Beth had surgery and was out of the office, causing a backlog of work related to regional workshops.
- Region 6 promoted 6 new Life Members at their workshop.

**8. SLC Update: Travis Williams, SLC Chair**

- Had conference call with 8 members last week.
- New Newsletter, "Intersection", has been produced and work has started on the second edition.
- Sections are adhering to being compliant to the report cards.
- All Sections have sent their budgets to Tim Merriman.
- Discovered that the election fees are not reflected in the budgets, this will be addressed in the future.
- President Lethbridge commended the SLC on a terrific newsletter; Travis gave most of the credit to Paul Caputo of the National Office. She challenged the RLC to do the same.

**Meeting Adjourned at 12:29 p.m. EST**

Respectfully submitted,  
Amy Burnett, NAI Board Secretary