

NAI Heartland Region Spring 2021 Board Meeting
Tuesday, March 23rd, 2021 | 10 – 11 AM
Zoom Meeting

1. Call to order- 10:06 by Beth
2. Committee Reports
 - a. Beth - Awards, Elections, Membership Services
 - i. Awards are happening on Friday.
 - ii. Election cycle is next year.
 - iii. Membership services will be addressed later in the meeting.
 - b. Laura- Mini-grants, Scholarships, Property Manager
 - i. Jennifer Drayna is the new Mini-grants chair and Debra is taking her through the cycle this year and will give her the reigns next year.
 - ii. Property Manager- Swag inventory- 10 neck gaiters, 19 koozies \$15 /item, 48 sunglasses \$5
FY22- Laura Jones says we don't need to spend any money for the next in-person workshop because we have enough stock for Illinois
 - iii. Scholarship Money- 2 people utilized the money- it is available until the end of our fiscal year.
 - c. Heather- State/Province/Territory Reps, Student Chapters, Workshop Chairs
 - i. Workshop- Heather will be reaching out to Bonnie in Wyoming to touch base and see if they were still able to host a workshop. If they are no longer wanting to, it will be offered up to Montana who was excited about it at one point in time.
 - ii. State Reps- Nebraska has a couple of folks signed up for the Notaconference, so Heather is planning on reaching out to them to see what their interest is in participating at the regional level for future conferences
 - iii. Student Chapters- A lot going on with college professors this past year with the pandemic, so we haven't been pushing them to do the paperwork. That will be a summer task to see how they are doing and what we can do to help.
 - d. Sloan- Newsletter, Web Administrator
 - i. Newsletter-Individual interested in the newsletter- Sloan will follow up today
 - ii. Web Administrator- Sloan will make a plea on Friday for the Web-Administrator- potential good position for a student

3. Budget Discussion- Laura Semken
 - a. Approve proposed budget- We were able to cut down the deficit to \$420.00
 - b. Beth moved, all approved- budget has passed
 - c. Sloan will be sending the budget to the national office in a timely manner.
4. Regional Workshops – Heather-
 - a. Heather asked if we needed to send out an evaluation for the Notaconference.

The board determined no, because an evaluation is meant to see how we can improve upon something, and we are hoping that this never has to happen again, therefore there is no need to do an evaluation.
5. Open Positions- Sloan
 - a. Web-site Administrator- need some things updated on the web-site - Sloan updated the board during his committee reports.
 - b. Newsletter Editor- same as above
6. Regional Shared Drive- Heather and Sloan
 - a. Lily shared back issues of the Bull that needed to be put on the web- and she had assumed that we had a file sharing system in place and we don't. Sloan has a proposal that we use google drive as we have a gmail account that in the past, has been monitored by the web-administrator. Sloan is going to send the gmail and the login information so the board can all create a folder for their position and for the chairs that they oversee. This will be a virtual filing cabinet to hold onto information, as well as to pass on information to future chair and board members.
7. Other business/information
 - a. Beth discussed changing the job descriptions and eliminating the Membership Services Chair. Most of that position is being done by the Dashboard function on the NAI web-site, and other parts of the job are already being done by members of the board. The board approved all of these changes. Beth will send the updated forms to Sloan to put on the web.
 - b. Discussed the web-site administrator adding a new page for becoming a member. This will help potentially recruit new members who have stumbled across our web-site. It is currently not very evident on how to become a member of the Heartland Region.
 - c. What we are going to discuss with the membership on Friday during the notaconference- ½ hour on Friday- Laura will update the budget and tell them about the new budget, and highlight some of the items that we have budgeted for to show membership what is available
Heather will update on where future workshops are.
Sloan- Plea for people to fill the openings amongst other things.
National Board will also be contributing to this as well.

8. Summer Board Meeting: Determine a date- August 12th- 10:00 A.M. – Zoom
9. Adjournment- 11:18 a.m. by Beth