

National Education Knowledge Industry Association



Board of Directors Conference Call

3:00-4:00 PM Eastern

Tuesday **January 17, 2006** (note change of date)

Phone: (620) 782-8200 pin 757404#



Have you checked out the NEKIA web site recently? <http://nekia.org/>

Board of Directors

Agenda

3:00- 3:30 Information

- Intelligence on 2007 President budget and education issues in Congress 2006
- Happenings at the Department of Education
- NEKIA Task Force for reauthorization of ESEA
- NEKIA Center for Knowledge Use (aka NEKIA Communications)

3:30- 3:45 Discussion

- Preparations for the retreat

3:45- 4:00 Quick updates

- Comp Center reception
- Plans for PAG meeting in January and Legislative Institute in March
- Planning for Communicators Institute in June in New Orleans
- Planning for the Professional Development Institute in Aspen in July
- NEKIA policy forums in March, June, September
- FY 2006 Budget
- Membership situation

To: Board of Directors
From: Jim Kohlmoos
Subject: Retreat Preparations
Date: January 11, 2006

With the skillful help of our facilitator we are moving forward with our preparations for the Board retreat in February in Scottsdale. Here is an update:

Planning Group --- The planning group composed of Jay, Paul and I did the preliminary planning back in December including the following:

- Develop the overall goals
- Determine the key decisions/deliverables by the end of the retreat
- Help select a facilitator to guide the process
- Discuss our needs with the facilitator

Facilitator and Interviews --- We have had extensive discussions with Jane Pettit about the substantive issues as well as the process for addressing the issues. She is in the process of conducting interviews with the Executive Committee and several of members of the board. From these interviews she will refine the process and narrow the focus on the most critical issues.

Goals --- We have established three goals for the retreat

1. Create a vision for what we want NEKIA to be by the start of 2009
2. Establish the top priorities for NEKIA's operations for the next three years
3. Make decisions on a number of operating issues for 2006 relating to membership, work plan, and government relations portfolio

Key decisions/questions to address --- By the end of the retreat we aim to address most of the following issue areas

- Past Performance ---How would you rate the accomplishments and priorities over the past four years? What have been our greatest assets and strengths? Which of these assets and strengths could/should be further emphasized and applied?
- Future needs ---What are the most important future needs that members have and which could be realistically addressed by the trade association? What threats and opportunities in our policy and industry environment will we likely encounter over the next three years?
- Priorities --- Which priorities that have guided our annual work plan should be maintained? Changed? Eliminated? What new priorities should be added, if any? How should these priorities be evaluated over time?
- Organization --- What should NEKIA look like by the start of 2009? Number of members? Types of services and programs? Size of budget? Specialized interests? Types of memberships? Type of governance structure? Revenue streams? How

should NEKIA position itself with the industry and the rest of the education community?

Visioning and Decision making --- We clearly want to stretch our thinking about the future of NEKIA as well as address some critical immediate issues within the context of our longer term vision. We are currently working with the facilitator to figure out how we can both create a vision and make some decisions during our relatively short time together.

Retreat handbook --- We will be preparing a handbook for your consumption prior to the retreat. We anticipate sending it to you by February 8.

We are looking forward to a very productive and energizing time together. As always please contact me with questions or comments.

To: Executive Committee
From: John Waters
Subject: Retreat Logistics and Instructions
Date: January 11, 2006

Location

Renaissance Scottsdale Resort
6160 North Scottsdale Road
Scottsdale, AZ 85253
www.renaissancescottsdale.com

Tentative Schedule

Wednesday, February 15th

6:00 p.m.-9:00 p.m. Board Dinner

Thursday, February 16th

9:00 a.m.-5:00 p.m. Board Retreat

Friday, February 17th

9:00 a.m.-4:00 p.m. Board Retreat

4:00-6:00 p.m. Executive Committee Meeting

Costs

Up to \$500 per participant for anticipated cost for meals, facilitator, meeting space, and materials (we plan to divide the actual cost evenly among participants)

Plus room, transfers, transportation

Registration Instructions

With NEKIA

By Friday, January 20th, send John Waters an email indicating your plans to participate. **Cancellation after February 3rd** will require a \$200 cancellation fee (to cover the cost of the room and meals).

With the Hotel

Make your hotel reservations by calling (800) 309-8138, and informing the agent that you are with the NEKIA meeting. (As we previously indicated, the deadline for the special rate was December 27)

Nekia FY2006 BUDGET

	2005 PROJECTED	2006 APPROVED	NOTES
Income			
Members - Annual Dues	565,027.30	545,000.00	20 Full Members @\$26K; 5 Assoc. Members @\$5K
Members - Expense Reimb	26,000.00	36,000.00	Rembursements for receptions, meetings, institutes, and calls
From Nekia Comm			
Nekia Comm - Knowl. Use Init.	30,000.00	10,000.00	
Nekia Comm - Management Fee	0.00	23,065.00	\$1,922/Month-Discretionary Draws as Needed
Others - Interest Income	3,450.00	1,850.00	
Others - Rental Income	81,200.00	84,600.00	Rent from subtenants
		\$	
Total Income	\$705,677.30	700,515.00	
Expenses			
Advertising & Promo Materials	2,178.00	2,000.00	
Bank Charges & Fees	500.00	450.00	
Computers - Internet Fees	4,500.00	4,500.00	
Computers - Service & Repairs	1,500.00	3,000.00	
Computers - Website Maint	1,500.00	2,000.00	
Consultants	68,920.00	47,000.00	\$42,000: Pending until March 1, 2006
Dues & Subscriptions	9,000.00	7,000.00	
Entertainment & Meals	4,000.00	4,400.00	
Equipment Leases	1,700.00	1,700.00	
Gifts & Awards	1,000.00	800.00	
Insurance - Business	1,536.50	1,500.00	
Insurance - D & O	1,630.00	1,800.00	
Insurance - Health	23,500.00	28,175.00	
insurance - Work Comp	1,100.00	1,400.00	
Interest Expense	100.00	100.00	
Knowledge Util. Init. Expense	30,000.00	10,000.00	
Lobbying Fees	2,000.00	3,800.00	\$2,000: Pending
Meetings -Board of Directors	12,400.00	13,000.00	
Meetings -Other Meetings	19,000.00	30,000.00	Offset on income side by Members Exp Reimbursements
Office Supplies & Expenses	1,500.00	2,000.00	
Payroll - Bonus	8,000.00	5,000.00	\$5,000: Pending
Payroll - Salaries	289,286.00	298,520.00	
Payroll - Taxes	18,000.00	21,530.00	
Pension Contributions	14,464.00	16,640.00	Estimate Based Upon 2005 Projected
Postage & Delivery	1,553.00	1,500.00	
Printing & Copying	500.00	1,000.00	
Professional Development	1,630.00	1,500.00	
Professional Fee - Accounting	17,500.00	17,500.00	\$7,500: Pending
Professional Fee - Legal	500.00	1,000.00	
Professional Fee - Payroll Service	1,600.00	1,600.00	
Professional Fee - Pension Admin	1,500.00	1,850.00	

R&M - Equipment Repairs	1,200.00	500.00	
R&M - Maintenance Contract	1,500.00	2,250.00	
Rent	127,234.00	131,400.00	
Storage Expense	1,000.00	1,200.00	
Taxes & Licenses	5,900.00	5,000.00	
Telephone, Fax & Cellular	7,800.00	8,500.00	
Travel - Local	2,000.00	1,000.00	
Travel - Long Distance	9,000.00	11,000.00	\$3,000: Pending
Utilities	7,500.00	7,400.00	
			\$
Total Expenses	\$705,231.50	700,515.00	
Net	\$445.80	-	

Thursday, Nov 10, 2005 08:35:35 AM PST GMT-8 - Accrual Basis