



NAAP

Secretary/Treasurer Mid-Year Report 2014
Educational Summit – Sacramento, CA

Listed below are some of the duties that have been fulfilled over the past 6 months:

- Recorded and distributed minutes on Conference Calls
- Oversaw the bank account via online banking and information provided by Executive Director. Used Quicken to organize records for this purpose.
- Assisted VP with updating Website
- Established PayPal account for NAAP
- Received requests for Exam Books via website/PayPal and communicated to Executive Director.
- Worked with Simple2Web to establish NAAP Helpline.
- Answered Helpline questions related to my area. Forwarded questions to be answered by other NAAP Board members
- Established Broadcasts through aWeber
- Assisted Public Relations with training for producing Broadcasts
- Contributed to the proposed Bylaw Changes
- Worked with the Bylaw Committee to produce the final product for the proposed Bylaw change
- Worked with Simple2Web to create an online form for online voting for the proposed Bylaw change.

Future goals:

I would like to see NAAP move forward in the following:

- Increase use of technology to improve accountability and time and cost savings, to include but not limited to: online membership application and payment, online conference membership registration and payment, membership program with automatic renewal notices via email
- Would like to move towards going entirely “Green” for NAAP in the next couple years
- Improve membership numbers with personal contact
- Move forward with updating policies and procedures so they are current and relevant
- Move to computer based checkbook and bookkeeping records
- Would like to see a bookkeeper hired only for tax preparation and not for month to month transactions
- Would like to see NAAP be financially stable.
- To be able to reimburse Board members for travel expenses.
- To be able to have the finances to send Board or their representatives to organizations to increase our presence.

Bylaw Committee Members:

Susan Rauch- Washington

Debbie Bera-Wisconsin

Lucy Emmil- Kentucky

Myrtle Klauer-Illinois

Jean Curtis-Wisconsin

Serving on the NAAP Board has been a great learning experience for me and I am grateful for the support of the Board as I completed my first year of serving. I am humbled by their commitment and passion for the NAAP Members. Thank you for believing in me.

Cindy Tewalt, AP-BC, ADC, RMT
NAAP Secretary/Treasurer