



2015 NAAP ANNUAL REPORTS

Content:

President's Report
Vice President's Report
Secretary/Treasurer's Report
Professional Development Trustee's Report
Education Outreach Trustee's Report
Membership/Nominations Trustee Report
Public Relations Trustee Report



President's Report

Annual Board Meeting 2015

Since April 2013 the following has been accomplished:

- Monthly Conference Calls with Board Members
- Prepared Agenda for conference calls with approval of board
- Conference Call Schedule approved with Board Members
- Was in contact with a member in Canada about NAAP being a part of their conference; this was not done due to budget on their part. Board Members discussed who would be able to attend; this is something that will be considered in the next year
- Contacted a member who has offered to speak on behalf of NAAP, when needed. Also wants to become more involved with the Association
- 2015 work calendar completed and emailed to board members
- Prepared and sent out agenda for mid- year after approval from board
- Monitored finances with Executive Director and Board Members monthly
- Advised ED and Board members as requested
- Answered questions from members when contacted
- Voted on a issue when required (when there was a tie when voting by board members)
- Attended bi-monthly conference calls
- Started working on agenda with NAAPCC/Annual Board Meeting/Annual Members Meeting (turned over to Vice President when unable to make conference)

I want to thank each board member who has worked very hard in making our association the best it can be, and I want to thank you for being members of this premier association. If I or any board member can be of service please contact us, we are here for you.

To our Executive Director, thank you for your dedication and love for this Association.

Yours in service,

Troy Lott



NAAP

Vice President Annual Report 2015

Vanessa Emm BA, ACC/EDU, AC-BC, CDP

NAAP has had such a busy year with great new opportunities and changes that have yet to be fully implemented. NAAP relies so heavily on our members to assist and guide us in the right direction and keep us all accountable of the services we provide. Here are some of the areas I have worked on since my mid-year report:

- Oversee and record the board action items throughout the year.
- Participate in an Advisory capacity with the Centers for Excellence in Assisted Living (CEAL).
- Established and chaired the Ethics Committee (no cases to date) and Regulations Committee.
- Worked with Public Relations to provide regular website updates.
- Updated the NAAP Facebook page daily to weekly with content that is both important and relevant to our profession.
- Receive weekly to daily updates from CMS and JCAHO to stay abreast of issues concerning the NAAP membership.
- Participated in the CMS National Partnership to Improve Dementia Care in Nursing Homes conference calls throughout the year. Utilized NAAP e-blast, website, and Facebook to communicate the shared information.
- Attended CMS, JCAHO, CEAL conference calls regularly as scheduled.
- Monitored national issues that may affect the Activity Professional in geriatric settings.
- Acted as the board liaison to the NAAPCC submitting and reviewing quarterly reports.
- Assisted various board members with various projects throughout the year.
- Worked with Education Outreach to provide Lunch & Learns through our new service GoToMeeting.
- Developed the new service NAAP Chats via GoToMeeting. Working with the board for chats, education, and other opportunities through the new service.
- Worked with Education Outreach on the negotiations with R.O.S. Therapy Services regarding NAAP membership educational opportunities.
- Lead and provided agenda's as needed for monthly board conference calls.
- Assisted members through the NAAP Helpline with questions and concerns.
- Worked with and negotiated a coalition membership rate for NAAP with LEAD (Leaders Engaging on Alzheimer's Disease). "LEAD is a diverse and growing national coalition of 71 member organizations including patient advocacy and voluntary health non-profits, philanthropies and foundations, trade and professional associations, academic research and clinical institutions, home and residential care providers, and biotechnology and pharmaceutical companies. LEAD is co-convened by the Alzheimer's Foundation of America and USAgainstAlzheimer's. The coalition works collaboratively to focus the nation's strategic attention on Alzheimer's disease and related dementias and to accelerate transformational progress in care and support, detection and diagnosis, and

research leading to prevention, effective treatment and eventual cure.”

www.leadcoalition.org

- Worked with and implemented areas of collaboration with the National Ombudsman Resource Center/Consumer Voice (NORC). This will be an ongoing partnership where NAAP members will be asked for participation, insight, and expertise in areas related to quality of life, residents rights, etc. and kept abreast of national issues and opportunities related to the NORC. For more specific information on NORC visit:
<http://www.ltombudsman.org/about>
- Submitted and was confirmed for a booth at the 2015 LeadingAge Expo in Boston, MA. Jackie Laskee completed all research and communication regarding the booth prior to the application. Colleen Keegan and myself will represent NAAP in Boston at the Expo.

I want to give some special recognition to some very deserving committees:

To my Ethics Committee, you know who you are. Your committee position is not an easy one to sit on or chair. I want to extend my most sincere thanks for all of the work you have put in despite the difficult tasks that are laid before you. “Thank you” just doesn’t say enough.

To my Regulations Committee: Alisa Tagg, NV; Amy Laughlin, SC; Ingrid Constalie, WI; Donna Calvo, BC; Lucy Emmil, KY; Melissa Myers, CA. Thank you for your commitment and service over the last year. This is a committee that I would especially like to see advance in the future with more resources and input throughout our membership. Thank you for all that you’ve done!

I want to especially thank the very dynamic NAAP Board team for their tireless efforts over the past year, all the long hours, calls, meetings, etc... As the NAAP Vice President I look forward to the future of NAAP, where we’ve been and where we’re going. Lastly, a very special acknowledgement to our Executive Director Gail Buckner-Rone; Gail has been instrumental in assisting NAAP to get up on our feet, through her efforts, donations, and expertise she has been a vital component of this board. With sadness we bid the position of Executive Director good-bye, but in gladness look toward the future. To Gail – now is the time for you to enjoy your retirement, family, and life! Thank you for all you’ve done, NAAP will be indebted to your kindness and generosity for years to come.

Welcome to Daytona Beach, FL. Have a WONDERFUL conference experience!



NAAP
Secretary/Treasurer 2015 Annual Report
Daytona Beach, Florida

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

- Oversaw the bank account via online banking and information provided by Executive Director. Used Quicken to organize records for this purpose.
- Assisted with updating Website.
- Continued to oversee PayPal account for NAAP.
- Established banking account with local bank institution in anticipation of transition.
- Received requests for Exam Books via website/PayPal and communicated to Executive Director.
- Established ROS CE's online financial recording and reporting system. Followed through with communication with those signing up.
- Served as Chairman of the Finance Committee: reviewed expenditures and receipts from April 2014 to November 2015.
- Developed the proposed budget with the NAAP Board's input. Approved the 2015 Proposed budget.
- Recorded and distributed minutes on Conference Calls.
- Answered NAAP Helpline questions related to my area. Forwarded questions to be answered by fellow Board members. Ensured questions were answered.
- Assisted Public Relations with producing Broadcasts as needed.
- Worked with the Bylaw Committee to produce the final product for the proposed Bylaw change.
- Updated Bylaws per voted changes.
- Worked with Simple2Web to create an online form for online voting for the proposed Bylaw change.
- Worked with Simple2Web to create online Membership form and system.
- Revised Job Descriptions in response to Bylaw Changes and with new positions

Thank you to the Bylaws Committee. It was a busy year!

Bylaw Committee Members: *Susan Rauch- Washington, Debbie Bera-Wisconsin, Lucy Emmil- Kentucky, Myrtle Klauer-Illinois and 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. I am humbled by their commitment and passion for the NAAP Members. Thank you also to the NAAP members for your belief in me as I begin my first elected term....your support and faith in me is appreciated.

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



Professional Development Trustee's Annual Report

What an exciting year I have experienced as Professional Development Trustee! As soon as our 2014 National Conference concluded in St. Louis, Missouri, my work truly began; preparing the 2014 Education Summit in Sacramento, California and the 2015 National Conference in Daytona Beach, Florida. It has been my privilege to serve in this volunteer board position for the past 3 years. I have learned so much and made many good friends along the way! I was blessed to have a Professional Development Committee, the same professionals for all three years, who worked with me providing our members with the best education possible. Many thanks to these outstanding health care professionals! In addition, I was honored to work with two LAC teams, Las Vegas and St. Louis, and this year's Florida Conference Committee, providing quality A+ national conferences for all participants! These dedicated individuals truly helped make our conferences stellar events! Other professional duties and responsibilities include the following:

- Bi-monthly Board Conference Calls
- Completion of On-going Board Action Items
- Responding to Daily Board Emails and Phone Calls
- Working collaboratively with all NAAP Board Members
- Responding to Weekly NAAP member questions and concerns
- Working with NAAP Executive Director in hotel planning for all Education Summits and National Conferences
- Reviewing all Call for Papers for National Conferences
- Working with the Professional Development Team in the selection of National Conference Speakers
- Securing Keynote/Closing Session Speakers for National Conferences
- Writing articles and news-feeds for the NAAP website
- Representing NAAP at the local, state and national levels
- Securing individual, state and national sponsorships for Keynote Speakers

As I write this report, I do not know who will be the new Conference Committee Trustee for NAAP. I whole-heartedly wish this person the very best in all aspects of this worthy board position. I conclude with one of my most favorite quotes: "Sometimes it's the people who can't help who inspire you the most." – Melinda Gates

Here's to all our residents, patients and clients who we serve each and every day. Working for them makes all the difference in our lives. God bless each and every one of you. I wish you continued success and good health, and always keep learning and thinking outside the box; for you and your residents!

Respectfully submitted,

Anthony F. Vicari EdS, AC-BC, ADC/EDU, CADDCT, CDCM, CDP



Job Duties performed by
Lisa Ost-Beikmann
Education Outreach Trustee
2014-2015

This past year has been an absolute whirlwind with activities and changes for this association and our Board of Trustees. It has been my pleasure to serve as the Education Outreach Trustee and I am grateful for all the members I have been in contact with throughout our Lunch & Learn sessions, as well as our newly developed NAAP Chats. It is also very exciting to be offering the R.O.S. Membership to assist you in building your education resources. We feel our relationship with R.O.S. has brought NAAP to the next level of what we can offer to you, our members!

Throughout the past year, I have included in my duties, the following:

- 1) Successfully implemented and completed Lunch & Learn Sessions.
- 2) Distributed CE certificates to Lunch & Learn attendees and Speakers.
- 3) Contacted new Speakers to request Lunch & Learn topics and their availability to speak for NAAP.
- 4) Completed Lunch & Learn Speaker calendar for 2014.
- 5) Maintained Speaker Agreements, Participant Certificates and Certificates to Speakers for Education Outreach Office and the NAAP Office.
- 6) Applied for the certification of ceu's with NAAPCC and NCCAP.
- 7) Assisted with organization and implemented the 2014 Mid-Year Education Summit.
- 8) Participated in all Board Conference calls.
- 9) Wrote articles for NAAP newsletter as needed.
- 10) Co-Partnered with Vanessa Emm, for speaking on behalf of Activity Professionals on a CMS Conference Call.
- 11) Provided input to IGAARD (ASCLA Interest Group for Alzheimer's & Related Dementias) as the NAAP liaison.
- 12) Represented the NAAP Organization at the KADA (Kansas Activity Directors Association) Annual Conference in September 2014.
- 13) Assisted NAAP Members that transmitted their questions thru the NAAP Help Line in a timely manner (typically within 24 hours).
- 14) Served as co-proofreader for all documentation that was distributed from the NAAP Board of Trustees.

I thank you for giving me the opportunity to serve as your Education Outreach Trustee and look forward to working with you all again in the upcoming year.

Lisa Ost-Beikmann



Membership/Nominations Trustee Annual Report

Colleen Keegan, AP-BC

Over the past year, the following has been accomplished by the Membership/Nominations Trustee:

1. State Contacts have been notified via email three to four times a month with important professional information.
2. Monitored emails and websites of National organizations relating to NAAP and shared pertinent information with State Contacts.
3. Sent out nomination packets to those who were nominated for open Board positions, compiled all nomination files and provided narrative descriptions for the 2015 election ballots.
4. Developed a committee to look into reformatting membership levels.
5. Prepared ballot for by-law change voting.
6. Transitioned to electronic voting.
7. Notified members of Awards nominations and sent out forms as needed, and compiled all Awards nominations files and sent to the committee chair for review.
8. Worked with Awards Committee on the nominations that were received.
9. Developed a survey for State Contacts to determine how to improve communication and the dissemination of information to state's members.
10. Created the Job Description for the "International Director" position.
11. Worked with the ED on updating the New-Member and the Renewal-Member Membership Letter.
12. Working with the Vice-President to create a NAAP Pinterest page.
13. Collaborated with the board to create job descriptions for the three new board positions.
14. Created the first NAAP Chat presentation.
15. Continuing to work towards NAAP "going green" by implementing new membership and membership renewal availability on the website.
16. Worked with NASCO to receive a National Assisted Living facility list for future NAAP mailings.
17. Spoke at Leading Age Georgia's "Re-defining Age "Everyday Creativity" Conference.

NAAP members- thank you for a wonderful year! Having the opportunity to serve as a board member and to assist with the improvement and growth of our organization has been challenging and very rewarding. It is incredibly inspiring to read the nominations for board members and award nominees, the ideas from State Contacts and the Facebook posts from NAAP's followers. Our networking and collaboration continues to inspire, educate and refresh me! NAAP is truly an organization of dedicated and inspirational professionals.

I want to send a huge thank-you from me to my active and involved State Contacts who are continually in communication with me- providing information, feedback, resource sharing and new ideas. I also had a very hard-working and detail-oriented Awards Committee. Kelly Lehman graciously took the position of Awards Committee Chair and worked with committee members;

Shelly Hitchens, Susan Rauch, Renee Tatzel and Nancy Williams. I want to thank each of you so much for donating your time and energy for this very important task!

I encourage all NAAP members to become actively involved in the organization. Please take the time to nominate a Board Member when positions open, nominate an individual for a NAAP award, respond to Facebook posts, join a committee, attend the annual conference or mid-year summit or simply join in for a NAAP chat or Lunch and Learn. Utilize the benefits of your membership and don't be afraid to reach out to other members for advice, resources or networking. We are each other's best sounding boards- reach out to your fellow members!

Stay active and involved, share what is happening in your facility and spotlight your talents. Our organization benefits from communication, collaboration and shared ideas.

Thank you for this opportunity to grow as an Activity Professional!

Colleen Keegan



Public Relations Trustee Report
Jackie Laskee, NAAP Public Relations Trustee
November 2014 – April 2015

- Responsible for NAAP Newsletters – solicited articles, coordinated submissions
- NAAP Face Book Manager and have posted and made event invitations as needed
- Worked on Drop Box items including Revision of Duties of Trustees
- Answered and assisted members with questions from the NAAP Help Line and by phone
- Send all Broadcasts using aWeber
- Actively participates in the NAAP Board conference calls
- Categorized and inventoried all NAAP items from the Ways and Means Booth for Conference
- Worked with LeadingAge and received a booth at their conference for NAAP
- Researched YouTube to gain more exposure for NAAP
- Developed the Certificates for Conference
- Created speaking topics for future education for membership
- Participated in NAAP Summit as a speaker
- Working with Activity Director Office and write the monthly articles on behalf of NAAP
- Proof read printed material for NAAP
- Speaker for KALFA – Kentucky Assisted Living Association Kentucky April 2015 session; promote NAAP
- LeadingAge Kentucky Instructor for the Activity Course in March 2015 – promote NAAP
- Researched and obtained new awards for NAAP Conference
- Sent out NAAP brochures and gifts with NAAP logo to New Mexico for their yearly conference to promote NAAP. Approximately 75 in attendance.

Goals:

- Continued research to increase advertising in newsletter and on website
- Work to increase awareness of NAAP with Administrators
- Coordinate committee process
- Going Green Postcard
- Promote National Nursing Home Week and Older Americans Month
- Increase awareness and promote the activities of NAAP (i.e. NAAP Chats, Lunch and Learn) through NAAP Broadcasts
- Promote Accreditation Process
- Promote Best Practices
- Strategize a plan for NAAP one day workshops throughout the country to gain awareness and increase membership
- Create a NAAP certified activity course to be used throughout the United States and Internationally