



**NAAP – Mid-Year Board Reports 2016
Educational Summit – Las Vegas, NV**

President's Report

As your president I have completed the following over the past 6 months:

- Served as the face of NAAP and spokesperson, answering phone calls, emails, Facebook messages, and help line submissions.
- Contributing to NAAP's social media sites including the website.
- Led Bimonthly Board Meetings via GoToMeeting.
- Represented NAAP and Presented at the Memory Care Forum in Philadelphia, PA and San Diego, CA.
- Signed contracts on behalf of NAAP with board approval for 2017 and 2018 Annual conferences
- Attended and supported all monthly Lunch & Learns and NAAP Chats.
- Chaired the NAAP Advisory Council including updating policies and procedures and hosted quarterly conference calls, two to date.
- Worked with new vendors and developed new partnerships on behalf of NAAP.
- Wrote articles for the website, newsletter, and weekly broadcasts.
- Assisted and supported all board members as needed.
- Participated and represented NAAP in other organizations advisory councils.
- Reviewed and updated the NAAP Exam Prep book and Policy & Procedure Manual.
- Developed the NAAP Business Plan setting goals for increasing membership and finances.

I am grateful for the opportunity to serve as President of NAAP. We have an amazing board of directors who are each working tirelessly as a team to transition NAAP into the future. My goal as your president is to continue to advocate on behalf of NAAP in providing amazing educational opportunities and support.

Alisa Tagg, BA, ACC/EDU, AC-BC, CADDCT CDP
NAAP President

Vice President's Report

During our 2016 National Conference in Dallas, Texas, I was sworn in as your Vice President. I continue learning and strive to serve our membership with enthusiasm and passion. The following duties and responsibilities have been part of my board portfolio as Vice President from April 2016 through November 2016:

- Attended bi-monthly NAAP Board meetings, scheduled tele-conferences, appropriate committee and membership meetings
- Submitted Annual and Mid-Year reports to NAAP Board as requested
- Responded to mailings and/or emails in a timely manner
- Voted on NAAP Board requested motions in a timely manner
- Reviewed and revised Position Description, Policies and Procedures, forms, and lists related to this position
- Submitted the following articles for the weekly *NAAP e-blasts*:
 - Membership with Purpose
 - Taking a Closer Look at Residents' Rights
 - The Activity Professional and Conflict 101
 - Come Expecting the Best!
 - A Personal Essay: An Activity Professional's Perspective on Alzheimer's disease and its Affect on Family
 - Holiday Celebrations: From Our Table to Yours!
- Reviewed NAAP website and suggested updated information, etc.
- Represented this position, on issues pertaining thereto, at the Annual and Mid-Year meetings of the NAAP membership
- Submitted expenditures, maintained accurate expense records, and submitted requisitions for reimbursement for this position
- Submitted names of possible candidates to the Operations Trustee for open board positions
- Served on the Executive Committee
- Maintained knowledge of NAAP's involvement in legislative, regulations, and accreditation issues
- Chaired NAAP Ethics Committee
- Chaired NAAP Regulations Committee
- Maintained contact with NAAP Ethics and Regulations Committee members via mail, telephone, and/or e-mail throughout the year
- Created and monitored Board Action Items
- Created and presented an e-learning education module: Dark Chocolate > Milk Chocolate for NAAP website
- Represented NAAP at local, state and national levels
- Presented at NAAP's second Regional Workshop; August 27-28, 2016/Kenai, Alaska

I am very proud to say that our 2016 Mid-Year Board Meeting will once again be held via "Go to Meeting" saving our organization precious time, travel and expense. Each board member knows how very important our financial status is as an organization, and it is our priority to make our dollars stretch and worth everything that we invest in for our members. I continue to travel across the states presenting Quality of Life education and activity programming to many Recreation/Activity Professionals! My travels have included the following cities; Mesquite, Nevada; Ft. Morgan, Colorado; Kenai, Alaska; Sun City, Arizona; and St. Cloud, Minnesota. Every town's Activity Professionals have been so kind and gracious toward me; truly wonderful experiences

that I will always cherish. There is no doubt that our nation is in excellent hands with regards to the Recreation/Activity Professionals who have the heart, passion and knowledge to serve our residents with the highest Quality of Life services possible!

2017 will be an exciting year for our national association! There are many positive and proactive changes that are ahead, and as Vice President, I look forward to the opportunity of serving our members each and every day. Thank you for your confidence and support during these past six months. I am anxious to see many of you in the great state of Colorado for our 35th National Conference in April. So, until we meet again, keep reading, learning and making someone else's day special!

Respectfully submitted,

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

Vice President

Secretary's Report

Over the last 6 months, I have completed the following responsibilities:

- Completed and distributed the minutes for each meeting of the NAAP Board of Trustee's including bimonthly conference calls, Annual Board Meeting and the Annual Members' Meeting.
- Completed the Interim Motion Report
- Lead the Legislative committee on the bylaw changes
- Submitted proposals for membership approval
- Updated the bylaws as approved in July 2016
- Updated the Secretary job description
- Served as the state contact for Ohio, currently trying to recruit a new one

Respectfully submitted,

Carolyn Hoff, ADC CDP

Secretary

Treasurer's Report

As your Treasurer, I have completed the following over the past 6 months:

- Continue to maintain credible and transparent accounting and reporting to the Board of all accounts, using Quicken and sharing electronically.
- Secured a credit card for our Wells Fargo Bank for the Office Trustee.
- Paid monthly bills.
- Maintain Dropbox for the Board use as means of sharing and storing files.
- Printed second order of 50 Exam Study Books and mailed out as payment received.
- Received incoming Membership applications via website, mail and phone. Once payment is made, I send this information onto the Office Trustee who then send information to the new/renewing member.
- Continued to register paid members for the ROS Online courses ordered, including responding to orders from Members and submitting to ROS weekly.
- Assisted with updates to the website, including updating online membership and forms.
- Set up Woo Commerce on the NAAP Website with store and products.
- Maintained the Job Board area of the website.
- Procured Vimeo account for the eLearning area on the NAAP Website.
- Set up Automatic receipting with the Stripe vendor for our online membership.
- Confirmed all membership expiration dates on the website with old membership list.
- Paid off the outstanding balance of the Copier that was purchased several years ago.
- Procured and provided financial information for Accountant to prepare NAAP and NAEP's 2015 990 IRS form.
- Opened an account at Wells Fargo for Scholarship Fund. Established P&P for the Activity Professional's Scholarship and the Michele Nolta Scholarship.
- Processed and mailed out orders for P&P Manual Flash drives and the Resource Action Book.
- Recorded and processed all deposits.
- Established a Fed Ex account for our banner mailing to be used at State Conferences.
- Represented NAAP at the Wisconsin Representatives for Activity Professionals Conference and the Pioneer Networking Conference in New Orleans, Louisiana.

I am honored to be part of the organization as NAAP moves forward for its members. Transparency and accountability is foremost in my position on the Board and it is my goal that members not only trust NAAP but support its goals. I have met so many awesome Activity Professionals, including members of this Board, and am excited to serve our members who serve their clients so faithfully.

Cindy Tewalt, RMT, AP-CC, ADC
NAAP Treasurer

Operations Trustee's Report

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

- Serving as the NAAP office and taking phone calls and emails from members as they come in.
- Contributing to NAAP's social media sites.
- Developing and scheduling weekly broadcasts that go out via email to members that have signed up using our website "sign up" feature.
- Website maintenance and management.
- Working with the Crowne Plaza in Denver and Freeman Co. for the 2017 conference contracts.
- Working with potential vendors, developed the 2017 Exhibitors Packet that was released in August 2016.
- Monitoring, recording, and transferring monthly Lunch & Learns and NAAP Chats to NAAP's e-Learning member area.
- Working with Conference Trustee Mike McCann on implementation of a new NAAP initiative for leadership.
- Developed and disseminate as needed NAAP brochures, postcards, and other marketing materials.
- Contracted at no cost to NAAP a professional to assist with an upgrade to our NAAP Membership files. This has been completed and I have been maintaining and adding new and renewed members regularly.
- Negotiated and entered into a contract with the Embassy Suites in Philadelphia, PA for the 2018 NAAP conference.
- Oversaw the NAAP nomination and election process.

Additional Comments:

Since our last conference in Dallas NAAP has continued its vision of change and transparency with our membership and has received great positive feedback. As changes have again been put into place and the removal of board positions was approved to further streamline how the board functions for the best possible quality and consistency for our membership. Thank you for your support in these endeavors. As your Operations Trustee I have many areas I would like to see NAAP continue to move and improve on:

- State to state representation
- Membership initiatives and increased benefits
- Professional resources
- Continuous additions to our e-Learning library

It has been a pleasure serving the NAAP membership in the capacity as an elected Trustee for many years, as my position shifts to a non-officio status in January I will continue to work hard and look forward to continued growth. To the Board – I am honored to have served with you, thank you for your commitment and friendships. To the Membership – I am honored to work on your behalf, thank you for your continued support, loyalty, and professionalism.

Vanessa Emm BA, ACC/EDU, AC-BC, CDP, CADDCT
NAAP Operations Trustee

Conference Trustee's Report

As the NAAP Conference Chair I have been working on the following items:

1. Booking and scheduling the Fall Summit scheduled for November 15, 2016 at Sam's Town, Las Vegas NV.
2. Putting together committee of NAAP members to review speaker submissions for Spring Annual Conference in Denver Colorado.
3. Working with Leadership in Denver in constructing Annual Conference. This will be April 2-8, 2017.
4. Developed criteria for submissions for future keynote speakers.

Scheduling NAAP Leadership University to be kicked off as a one-day workshop as a pre-con at Annual Conference. This will become a standard of education and development for NAAP annually.

Mike McCann, MS
Conference Trustee

Membership Trustee's Report

Since April 2016 the following has been accomplished:

1. Attended bi-monthly conference calls
2. Responded to board and member emails
3. Continued to work on the transition to an electronic membership database
4. Electronically filed new membership paperwork
5. Vended & Presented at the Pioneer Network Conference in New Orleans, LA.
6. Presented & recorded for online education the NAAP Chat "Fun in the Sun" presentation.
7. Contacted and established relationships with International Activity Professional Associations to partner with NAAP- Australia DTA & Japan DTA

Colleen Knudson, AP-BC, CDP
Membership Trustee

Education Outreach Trustee's Report

This has been a crazy year for me. I started the year as your Marketing Trustee but with the changes made at our annual meeting I now serve as the Education Outreach. I want to take a moment and thank the board for all the help in seeing me through the first 6 months, especially Alisa, Vanessa and Cindy, for their patience and assistance, we are very lucky to have these ladies in our organization! Throughout the past six months, I have worked on the basic requirements of my position as Education Outreach by working on finding and recruiting speakers to present topics I hope you find helpful and interesting and filing the appropriate paperwork with NCCAP for pre-approval.

With the help of our President and Office Manager, we have hosted daytime Lunch & Learn and evening NAAP Chat sessions. I have enjoyed chatting with those who have attended and hope to hear more feedback from everyone. Upon receiving summaries, I have tried to verify participation, summaries and membership and send continuing education certificates as quickly as possible.

In addition to these responsibilities I have also spoken and represented NAAP at the Leading Age Missouri state conference and the Wisconsin state conference, started a data base for speakers, started a campaign to create a resource book for national, state and local associations to use in finding speakers for your events and began writing Programming Ideas for the NAAP web page offering lots of thoughts to for you to use. My goal for the coming year is to have it full of great speakers from many backgrounds and covering a variety of topics and completing the Speakers Resource Book by our 35th conference. If you have an idea for a topic, if you think you might like to try to present a Lunch and Learn or NAAP chat or if you know a great speaker please let me know. Contact me at education@naap.info.

Linda Amoroso, ADC CDP
Education Outreach Trustee

Public Relations Trustee Report

The following duties and responsibilities have been part of my Job Description as Public Relations Trustee from April 2016 through November 2016:

- Attended bi-monthly NAAP Board meetings with Go-To Meetings, work with other trustees as needed
 - Penned articles and for the NAAP News newsletter, website and Broadcasts
 - Submitted Annual and Mid-Year reports to NAAP Board as requested
 - Responded to mailings and/or emails in a timely manner including sending out state contact information
 - Voted on NAAP Board requested motions in a timely manner
 - Reviewed and revised two of the Position Description, Policies and Procedures, forms, and lists related to this position. I am working on the others to get this item completed
 - Represented NAAP as a speaker for a NAAP Chat Topic: *Introduction to the Best Friends Approach*
 - Researched and completed all the Policy and Procedures award forms to be used on our website
 - Submitted my portion of an article for the Holiday Celebrations: From Our Table to Yours!
-
- Represented this position, on issues pertaining thereto, at the Annual and Mid-Year meetings of the NAAP membership
 - Chaired NAAP Awards Committee
 - Reacted to the Board Action Items and tried to get everything done in a timely manner
 - Represented NAAP at local, state and national levels including LeadingAge Kentucky Activity Professionals State Training and Certification Course, the LeadingAge Kentucky State Conference and the Kentucky Association of Adult Day

Being part of a great team is a wonderful feeling. I have been supported by all of my fellow NAAP Trustees and Officers so that I could give my very best. It is an honor and privilege to serve on an organization and membership that is so near and dear to my heart. One of my favorite sayings is: Nobody cares about how much you know, until they know how much you care. Let's show the world how much we care for each other and our profession. Make plans to join us for the 35th Annual National Association of Activity Professions Conference in Denver Colorado. For more information, go to the website today: www.naap.info

Respectfully submitted,
Jackie Laskee, ADC
Public Relations Trustee