



2017 Annual Board Reports

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 twice-monthly Board Meetings via GoToMeeting.
- Represented NAAP and Presented webinars, presentations, and podcasts for Institute for the Advancement of Senior Care and the Alzheimer's Foundation of America
- Attended and supported all monthly Lunch & Learns and NAAP Chats, providing education on several.
- 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.
- Provide welcome letters to persons expressing interests through our partnerships.
- Worked with Membership to develop an international group membership.
- Assisted and supported all board members as needed.
- Hosted the Mid-Year board meeting in my home and hosted the Education Summit in Las Vegas. NV.
- Updated and reached out to new state contacts and continued relationship via monthly emails.
- Developed and purchased new marketing materials with the new logo.
- Participated and represented NAAP in other organizations advisory councils including CMS, LEAD, AFA, IASC.
- Oversaw the NAAP Business Plan setting goals for increasing membership and finances.
- Oversaw and led the Executive Committee Meetings
- Developed and promoted a new corporate membership package.
- Reached out to over 16K facilities nationwide in a membership drive via direct mailing, received over 200 new members in response.
- Reached out to the Lifetime members via mail to ensure correct address and invite to the 35th annual conference, spoke with several on the phone.
- Contributed forms and in-services to the new Activity Toolbox available on the NAAP website.
- Hosted the first LIVE broadcast on Facebook during NAP week and developed a scavenger hunt to coincide with event.

I am ever appreciative 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

As Vice President, I am privileged and honored to work with a dynamic and talented team of board and committee members. The NAAP Board continues to create and prioritize both short and long-term objectives and goals developing a system for ensuring that all actions are accountable and transparent to our members. Motions are discussed freely and then analyzed and voted on in a professional manner. Furthermore, each motion that is passed by the NAAP Board is monitored and evaluated for its efficiency and effectiveness. Our top priority is confirming that our members come first as we move forward.

We are in the business of providing Activity Professionals with quality top-notch educational resources and services and as Vice President the following duties and responsibilities reflect my actions toward this focus:

- Participate in bi-monthly conference calls
- Create and post board Action Items
- Completion and follow-up of board's Action Items
- Respond to NAAP Board/Member emails and phone calls
- Member of the NAAP Executive Team
- Active participation in discussion and voting on NAAP Board motions
- Communicate and work with NAAP Ethics Committee
- Write monthly research articles & news-feeds for NAAP website and e-Blasts
- Collaborate with NAAP Regulations Committee members
- Represent NAAP at local, state and national level conferences/state association seminars: Colorado, Alaska, Arizona, Minnesota, and South Carolina (June 2016- February 2017)
- Presenter at NAAP's second workshop; August 28-29, 2016/Kenai, Alaska
- Attend NAAP Mid-Year Board Meeting & Education Seminar; Las Vegas, November 2016
- Conference Call/Webinar Participant – Eden Alternative
- Conference Call/Webinar Participant: MDS/National Partnership to Improve Dementia Care in Nursing Homes and QAPI
- Conference Call/Webinar Participant – PointClickCare.com
- Conference Call/Webinar Participant – National Council on Aging
- Conference Call/Webinar Participant – iAdvance Senior Care
- Conference Call/Webinar Participant - National Institute on Aging Go4Life!
- Conference Call/Webinar Participant - CMS Open Door Forum
- Conference Call/Webinar Participant – CMS Long-Term Services and Supports
- Conference Call/Webinar Participant - Resources for Integrated Care

Serving as NAAP Vice President is truly an exciting adventure. Special thanks to Lucy Emmil and Catherine Sabatini for their dedication and continuous service as NAAP Regulation Team members. To the Ethics Committee, thank you for your attention to detail; you know who you are and I appreciate what you do for our national association. And, to each NAAP member, thank you for the kindness and genuine friendship you have shown me throughout this calendar year. My hope is that each of us continues sharing and learning together throughout 2017-2018. As I serve my last term as Vice President, I look forward to a sensational year together. Let us all remember that, "Great things happen when we work together!"

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

Secretary's Report

Serving on the NAAP Board has been a great learning experience. I am honored to be able to work with a group of people that are so dedicated and knowledgeable. Listed below are the highlights of my duties as secretary:

- Recorded and distributed twice monthly board conference call minutes
- Currently working to update the NAAP History
- Maintained and updated the By- Laws per membership vote
- Recorded the State contact meeting minutes
- Recorded the Open meeting minutes
- Provided a staff in service on Infection Control for the NAAP Tool Box
- Participated in Executive meetings
- Functioned as the state contact for Ohio
- Chaired the By Law Committee

I would like to give special thanks to the members who participated in the By Law Committee: Susan Rauch, Myrtle Klauer and Donna Calvo. Also thanks to Mary Anne Favale and Susan Rauch for providing me the needed information to update the NAAP Official History.

Carolyn Hoff, AP-BC, CDP, AAS
NAAP Secretary

NAAP Operations Manager's Report

Listed below are some of the duties that have been fulfilled over the past 6 months since our mid-year 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.
- Processed memberships and maintain the NAAP membership database.
- Website maintenance and management.
- Working with the Crowne Plaza in Denver and Freeman Co. for the 2017 conference contracts.
- Working with the Embassy Suites in Philadelphia for the 2018 conference.
- Worked with vendors for the 2017 conference.
- Developed the 2017 conference brochure, schedule, and onsite conference materials.
- Monitoring, recording, and transferring monthly Lunch & Learns to NAAP's e-Learning member area.
- Worked on the NAAP member tool-box, as a new resource for members.
- Developed and disseminate as needed NAAP brochures, postcards, and other marketing materials.
- Oversaw the NAAP nomination and election process.
- Served on the Resident Rights Advisory Council for the National Consumer Voice beginning in February 2017.

It has been a pleasure serving the NAAP membership in the capacity as an elected Trustee for many years, as my position has shifted to a non-officio status 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 Manager

Financial Manager's Report

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

- Received and processed membership applications and payments. Followed up with Office Manager to complete membership communication. Both positions of Office Manager and Financial Trustee see/review the membership as they are received and hold each other accountable for this process.
- Processed and recorded deposits and expenses in a timely manner.
- Provided monthly financial reports to the Board and accountability reports to the President.
- Processed all orders from the NAAP Store, including Exam Study Books, Action Resource books, Policy and Procedure flash drives and ROS online CEUs.
- Updated the NAAP Scholarship process, processed applications and followed through as directed by the Board.
- Pursued legal advice on past debts owed to the Tropicana. Negotiated amount of debt owed.
- Assisted with updating Website, including adding features that include the Tool Box.
- Prepared the 2017 proposed budget with the NAAP Board's input. Approved the 2017 Proposed budget.
- Worked with local printer to print another edition of NAAP's Exam Study Book.
- Attended the NAAP Mid-Year Summit in Las Vegas, NV and gave two presentations.

2016 has continued to be a year of growth for NAAP. Thankfully, it has kept me busy processing the financial aspects of membership! This is a good thing! It is also exciting to see NAAP grow, both in membership and finances. And we have added more benefits for our members, making membership even more valuable.

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. As I move from Board Member to ex-officio Financial Manager, I am grateful for the integrity and transparency of this Board... not only in financial matters, but in all matters. Thank you and I look forward to another year of growth.

Cindy Tewalt, AP-BC, ADC, RMT
NAAP Financial Manager

Conference Trustee's Report

As your Conference Trustee I have completed the following over the past 12 months:

1. SUMMIT

- Worked with NAAP Board and local leadership for the 5th Annual NAAP Educational Summit which occurred on November 15, 2016 in Las Vegas Nevada. This includes; schedule, accreditation of sessions, promotional materials etc. The Summit was a great success with a full day of educational programs promoting leadership, person centered care, advocacy and wellness
- In process of scheduling annual summit, the 2017 Summit will be at Friendship Village of Schaumburg. A suburb of Chicago Illinois.

2. Developed the NAAP Leadership University which will debut at the 2017 Conference.

- The National Association for Activity Professionals Leadership University is a leadership development program designed to enhance the leadership skills and core competencies of activity professionals within the NAAP membership.
- The University's graduate-level curriculum provides a rich learning experience through multiple program components including exposure to:
 - Developing a foundation of leadership skills and core competencies.
 - Developing strategic creative processes that demonstrate innovative programming person centered care.

3. ANNUAL CONFERENCE:

- Recruited a Conference Committee of representatives throughout NAAP membership that will help rate, comment and organize the sessions for the annual conference. Continual, monthly communication with committee throughout the call for sessions time period.
- Worked through the process of Call for Sessions and developed new worksheet for committee to rate submissions.
- Developed Tracks of Learning for Conference Participants to engage in at conference.
- Working with local leadership in Denver for Annual Conference Development. This group meets via phone almost monthly to plan and detail the Annual Conference.

4. Facilitated a couple NAAP Lunch and Learn program. Recruited other speakers for Lunch and Learn program.

5. Represented NAAP at the Ohio Activity Conference.

6. Will represent NAAP at the British Columbia conference in October.

7. Will be working with new conference trustee on transition. I will be continuing to support NAAP through the advisory committee as well as the leadership program(s) and speaking engagements at state conferences.

I am grateful for the opportunity to serve as Conference Trustee of NAAP. My goal as a member of the NAAP Board is to continue to advocate on behalf of NAAP in providing educational opportunities and support.

Michael McCann, M.S.
NAAP Conference Trustee

Membership Trustee's Report

- Researching facilities in Hawaii, Europe & Asia to begin communication and develop a 'Memorandum of Understanding'.
- Continued dialogue and facilitating ideas with Diversional and Recreation Therapy Australia (DTRA). Darren Robinson of DTRA is attending conference this year- please take the opportunity to welcome him and to learn about DTRA!
- Initiated and developed a Memorandum of Understanding with New Zealand Society of Diversional Therapists Inc. (NZSDT).
- Continued to reach out to form a relationship with a facility in Japan.

Introduced International Group Member Rate: 1. This membership can provide recognition of your organization and provide your Activity Professionals with an opportunity to obtain free continuing education, advocacy and support, which will benefit your organization. 2. The cost of an International Group Membership is \$25 per person with a minimum of 20 memberships. Each individual will need to fill out our on-line membership application.

Benefits of International Group Membership:

- ✓ Free education webinars offered live twice a month and available on demand.
- ✓ Discounted annual conference and education summit registration.
- ✓ Access to on-line resources via our "Activity Toolbox."
- ✓ Professional articles of interest including current trends and hot topics.
- Spoke and represented NAAP at the WI Alzheimer's Association Conference in May.
- Spoke and represented NAAP at the Pioneer Network Conference in August.
- Represented NAAP at the Wisconsin Representatives of Activity Professionals Conference in September.
- Represented NAAP during Activity Professionals Week at the Milwaukee Area Activity Professionals NAP Day in January.
- Wrote article for the 'Activity Director Today'- "Dementia & Communication: What Isn't Being Said"

- Created the In-service “Animal Interactions Increase Quality of Life” for the NAAP toolbox

It has been an honor to serve as the NAAP Membership Chair for the last four years. Thank you to the NAAP members for entrusting me with this responsibility and to the board members for their support, positivity and shared knowledge. I appreciate the experiences over the last four years as well as the opportunity to grow as a professional. Thank you!

Colleen Knudson, AP-BC CADDCT CDP
NAAP Membership Trustee

Public Relations Trustee’s Report

The following duties and responsibilities have been part of my Job Description as Public Relations Trustee:

- Prepared 35th annual slide presentation
- Prepared state sponsorship certificates
- Prepared speaker certificates
- Prepared committee certificates
- Worked with Awards Chair Lucy Emmil
- Ordered awards for the Awards Banquet
- Researched and completed all the Policy and Procedures award forms to be used on our website, then changed the award process to the website
- Attended and participated at the Mid-Year Meeting in Nevada
- Attended bi-monthly NAAP Board meetings with Go-To Meetings, work with other trustees as needed
- Penned articles and for the NAAP News newsletter
- Submitted Annual and Mid-Year reports to NAAP Board as requested
- Responded to mailings and/or emails including sending out state contact information. Worked with our president Alisa Tagg to keep the state contacts well informed of all NAAP news
- 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.
- Represented NAAP as a speaker for a NAAP Chat Topic: *Introduction to the Best Friends Approach*
- 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
- 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 in March and September, the LeadingAge Kentucky State Conference and the Kentucky Association of Adult Day

Personally, this has been a very trying year for me and I am greatly appreciative to the NAAP Board in sharing their support and lending a helping hand when I have needed it. It is an honor and privilege to serve in 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. I hope to make memories with each of you at the 35th Annual National Association of Activity Professions Conference in Denver Colorado.

Jackie Laskee, ADC
Public Relations Trustee

Education Outreach Trustee's Report

Thank You for allowing me to serve as your Education Outreach Trustee. It has been an exciting year full of opportunities for growth in both personal and professional learning. Each month we strive to provide education that not only meets your basic educational needs but offer new ways to improve your programs and services. The NAAP Chats have been discontinued and we are now offering two Lunch and Learns per month. Because we want more members to be able to attend we will also be offering the Lunch and Learns at noon in different time zones other than Central Time, so be sure to check the times in your area. The live broadcasts offer you a chance to ask questions or make comments about the program offered but we will also continue to record and provide these on the website if you miss it. I ask that if you have not received your certificate within 7 days of submitting a form, please contact me to make sure I received it. We are continually looking for new speakers to share their knowledge. If you know a good speaker please send me their information or have them contact me. If you have been thinking about presenting a topic this is a safe and easy way to get started. All you need is a computer with a camera and audio. We'll guide you through the rest.

I have also enjoyed creating the ongoing Monthly Programming Ideas on the website. I hope you enjoy them and they are a good resource to you. I would like to invite you to share any photos or comments if you used a program and let us know how it turned out. Also, if you have ideas you would like to share send them to me and I will make sure your name is included.

This year I also had the honor of creating the NAP Week Packet again I hope it helped you celebrate!

New this year is a packet for National Nursing Home Week. The National Theme is "The Spirit of America" I can't think of anything that fits that theme more than a road trip to this is packed full of activities to take your residents on a road trip to get your kicks on "Route 66" Again this will be available on the website.

I'm very proud of being part of this great team. Everyone picks each other up when we fall, without judgment and truly take pleasure at each other's accomplishments. They are the definition of "servant leaders" There is never a decision made that the question "how will this affect the members?" is asked. My first conference was in 1993 and I have seen the many changes NAAP and our profession has gone through. Believe me when I say that NAAP is only going to get stronger and bigger and I am honored to be part of it.

Linda Amoroso, ADC AP-BC
Education Outreach Trustee