



Dear NAAP Members, Please find the NAAP Board of Trustee's Midyear reports for 2017:

### **President Midyear 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.
- Led Bimonthly Board Meetings via GoToMeeting.
- Represented NAAP and Presented at the Southern Nevada Activity Professionals Association, Colorado Activity Professionals Association, and Southern California Association of Activity Professionals.
- Signed contracts on behalf of NAAP with board approval for the 2019 Annual conference
- Attended and supported all Lunch & Learns.
- Communicated regularly with the state contacts.
- Organized the Activity Director's Office monthly articles.
- Developed an upcoming NAAP Regional workshop in combination with NAP 2018 Week in Las Vegas, NV with Naomi Feil as guest speaker.
- 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. The Board of Directors have been working hard to provide quality educational opportunities through various forms including in-person and on-line. My goal is to continue advocating on behalf of NAAP in providing amazing educational opportunities and support and with CMS to ensure the role of Activity Professional remains of high importance.

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

## Vice President Midyear Report

The following duties and responsibilities have been part of my board portfolio as Vice President from April 2017 through November 2017:

- Attended bi-monthly NAAP Board meetings, scheduled emergency meetings, appropriate committee and membership meetings
- Submitted Annual Report to NAAP Board and membership (35<sup>th</sup> National Conference – Denver, Colorado)
- 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, NAAP Policies and Procedures, forms, and lists related to this position and other NAAP-related issues
- Submitted monthly articles for the weekly *NAAP e-blasts and website*:
  - Volunteerism: Where Hear Meets Home***
  - Activity Programs Supporting Noteworthy Person-Centered Impressions***
  - Ethics, Compliance and the Activity Professional***
  - Pass the Mountain Dew, Lay's Barbeque Chips and Almond Joy Bar!***
  - The National Scene, Volume 3***
  - The National Scene, Volume 4***
  - The National Scene, Volume 5***
  - Teach and Train: Tools for Successful Activity Teams***
  - 3 Amigos and The 80/20 Rule***
  - It's No Longer Just a "Skilled Nursing" Facility***
- Maintained and submitted expense records for any reimbursements
- Submitted names of possible candidates 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 Team
- 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 three (3) Cyber Sessions for NAAP website
- Represented NAAP at local, state and national levels
- Attended webinars, seminars and on-line presentations from the following national organizations:
  - ❖ CMS (Centers for Medicare and Medicaid Services)
  - ❖ National Institute on Aging
  - ❖ National Council on Aging
  - ❖ National Institute of Health (NIH)
  - ❖ iAdvance Senior Care
  - ❖ National Institute of Mental Health
  - ❖ Alzheimer's Disease Education and Referral Center
  - ❖ Pioneer Network
  - ❖ Silver Dawn Training Institute
  - ❖ National Partnership to Improve Dementia Care and QAPI

- ❖ Alzheimer's Association
- ❖ Eden Alternative
- ❖ Alzheimer's News
- ❖ Long-Term Services and Supports Solutions (LTSS)
- ❖ Administration for Community Living (ACL)
- ❖ National Alzheimer's and Dementia Resource Center (NADRC)

I am proud to be part of the NAAP Board. Our priorities continue to be providing relevant education, valuable resources, current information regarding national regulations and governmental issues, and partnership opportunities for all our members. I continue to travel across the United States presenting Quality of Life education/activity programming and Alzheimer's/Dementia training to Recreation/Activity Professionals and other healthcare professionals. Each town has been exciting to see and spending time with wonderful professionals has been an experience that I will always cherish.

There is no doubt, in my mind, 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!

2017-2018 will be an exciting year for our national association! There are so many positive and proactive changes that are ahead, and as your Vice President, I look forward to the opportunity of serving our members every day. Thank you for your confidence and support during this past year. I am anxious to see many of you in Pennsylvania for our 36<sup>th</sup> National Conference in April 2018. Until we meet again, "Happy trails to you!"

Respectfully submitted,

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

NAAP Vice President

## Secretary Midyear Report

The following have been the duties and responsibility as Secretary of NAAP for April 2017-November 2017:

- Recorded and submitted conference call minutes
- Recorded and submitted membership minutes
- Recorded and submitted State contact minutes
- Lead the By-Law committee
- Updated the By-Laws as needed
- Wrote article for AD Today
- Participated in bi-monthly conference calls
- Participated in Executive meetings as needed
- In process of reformatting and updating the NAAP history
- Voted on all ballots
- Represent NAAP at the Ohio State Conference
- Completed assignments as needed

NAAP is an organization that has assisted me in growing as a person and as a professional. I speak positively of the organization to activity professionals on a routine basis. NAAP has grown and changed with the times and will continue to do so. NAAP members are a strong group of individuals who together are providing quality of life to people of all ages and abilities. I am proud to be a part of this organization.

Respectfully Submitted,

Carolyn Hoff

Secretary

## Conference Trustee Midyear Report

Since the end of the conference in Denver in April I have:

- Reviewed all conference evaluations:
  - Collated scores for each session
  - Collated comments from each session
  - Sent a thank you email to each speaker and included the scores and comments to their sessions.
  - Shared all necessary information with Board, especially general comments/suggestions.
- Visited the Embassy Suites at Charleston Airport, SC, and met with their conference/group director. Toured the hotel and conference center, took photos and sent written report and photos to NAAP Board.
- Planned schedule of Summit sessions/speakers. Summit was subsequently cancelled.
- Revised conference schedule for 2018 to include suggestions from 2017 evaluations: share sessions, panel discussions, networking opportunities, programs specifically for consultants.
- Communicated with Molly Fogel from AFA and negotiated agreement for 2018 pre-conference session.
- Contacted all speakers from 2017 conference who received good evaluations and invited them to submit Call for Papers for 2018. Also, contacted other Activity Professionals, Consultants and Speakers and invited them to submit papers for 2018.
- Written four articles for the weekly NAAP broadcast:
  - Activity Professionals: The Energizer Bunnies of Senior Living
  - The No Complaining Rule
  - Just Be Nice
  - Constructive Conflict
- Written one article for Activity Director Online: Adding It Up: Subtract and Add Value
- Written press release to NAAP members promoting the 2018 conference and explained the registration fee increase.
- Participated in all conference calls.
- Reviewed conference call minutes, policies, articles and other documents prior to meetings, made suggestions/corrections as necessary.

Respectfully submitted,

Amy Laughlin, AP-BC, ADC, CDP

Conference Trustee

## Public Relations Trustee Midyear Report

The following duties and responsibilities have been part of my Job Description as Public Relations Trustee from April 2017 through November 2017:

- Produced the 35<sup>th</sup> Annual PowerPoint Presentation with music.
- Produced the Awards Presentation with a PowerPoint Presentation.
- Attended bi-monthly NAAP Board meetings with Go-To Meetings, work with other trustees as needed.
- Penned articles and for the NAAP News, website, Broadcasts, and AD Today.
- Goal – October is Resident Rights Month and I plan on adding one right every couple of days to our Facebook page.
- Participated in the Board Streamline Proposal discussion.
- Developed on the NAP Week 2018 Packet: People, Purpose and Passion.
- Requested 2017 Conference Pictures to use for Facebook posts and to produce a short presentation with music for the 2018 Conference.
- 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 and accepting new interested persons to our Facebook page.
- Voted on NAAP Board requested motions in a timely manner.
- Represented NAAP as a speaker for annual conference.
- Working on my portion of an article for the Holiday Celebrations: My Favorite Family Tradition (with photo).
- Represented this position, on issues pertaining thereto, at the Annual and Mid-Year meetings of the NAAP membership.
- Working with the 2017 NAAP Awards Committee and nominees.
- 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 and the LeadingAge Kentucky State Conference.

Being part of the NAAP team makes me proud as an Activity Professional and Consultant. It is a pleasure to be heard and offer input to my fellow NAAP Trustees and Officers so that I we can give the very best to our Membership. 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 36th Annual National Association of Activity Professions Conference in Philadelphia, Pennsylvania. For more information, go to the website today:

[www.naap.info](http://www.naap.info)

Respectfully submitted,

Jackie Laskee, ADC  
Public Relations Trustee

## NAAP Operations Manager Midyear 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.
- Processed memberships and maintain the NAAP membership database.
- Website maintenance and management.
- Working with the Embassy Suites for the 2018 conference planning.
- Developed and distributed (August 2017) the 2018 Exhibitor Packet and Sponsorship Application
- Developed and disseminate as needed NAAP brochures, postcards, and other marketing materials.
- Oversee the online education; working with obtaining Lunch & Learn speakers; disseminate certificates for education credits; pre-approvals; host, record, and upload all education sessions to our eLearning library.
- Working with external companies on partnerships with NAAP. Recent partners include: Hasbro, Joy for All; Dementia Raw; Healthy Hands Cooking; Eversound.
- Developed and distributed State Contact packets which included NAAP promotional rack cards; upcoming event information; and instructions for representation within their state.
- Provide monthly office accountability reports to the board that include:
  - ✓ Office activity
  - ✓ eLearning updates and totals of certificates distributed per month
  - ✓ Membership update to include:
    - New memberships along with their state and referral source
    - Renewal memberships along with their state and referral source
    - Copy of current membership database

I am honored to work on your behalf, thank you for your continued support, loyalty, and professionalism. I look forward to seeing all of you again in Philadelphia 2018!



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

## Financial Manager Midyear Report

As your Financial Manager, 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.
- Paid monthly bills.
- Maintain Dropbox for the Board use as means of sharing and storing files.
- Printed third order of 2017 updated 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 Manager who then sends 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.
- Maintained the Job Board area of the website.
- Procured and provided financial information for Accountant to prepare NAAP and NAEP's 2016 990 IRS form.
- Maintained account for 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.
- Represented NAAP at the Wisconsin Representatives for Activity Professionals Conference and the Pioneer Networking Conference in Chicago, Illinois.
- Manned the Registration table at the NAAP Conference in Denver, Colorado
- Paid off NAAP's debt from The Tropicana from the 2013 Conference.
- Returned Pitney Bowes postal machine equipment from old NAAP Office.

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

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