



2018 Annual Board Reports

President's Report

As your President I have completed the following over the last year:

- 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, radio shows, and podcasts other organizations.
- Attended and supported all twice-monthly Lunch & Learns providing education on several.
- 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 the International Relations Committee to develop new relationships with international partners.
- Assisted and supported all board members as needed.
- Led the Mid-Year board meeting/retreat in Lake Tahoe, Nevada to strategically plan the future of NAAP.
- Hosted the NAAP Education Summit in January 2018 with Naomi Feil and the NCCDP.
- Assisted in special membership event in November with marketing and support.
- Worked with current and obtained new state contacts and continued relationship via monthly emails.
- 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.
- Contributed forms and in-services to the new Activity Toolbox available on the NAAP website.
- Hosted the second LIVE broadcast on Facebook during NAP week.
- Developed a new partnership with NCCAP.

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

The following duties and responsibilities have been part of the Vice President's board portfolio from April 2017 through April 2018:

- Attend bi-monthly NAAP Board meetings, scheduled emergency meetings, appropriate committee and/or membership meetings
- Submit Mid-Year Report to NAAP Board and membership
- Respond to mailings and/or emails in a timely manner
- Vote on NAAP Board requested motions in a timely manner
- Review and revise position description, NAAP Policies and Procedures, forms, and lists related to this position and other NAAP-related issues
- Submit monthly articles for the weekly NAAP e-blasts and website:
 - Senior Strong – Article #4; Homelessness and Today's Senior**
 - Senior Strong – Article #3; Today's Technology and Our Senior**
 - Senior Strong – Article #2; Partnership to Improve Dementia in Nursing Homes & QAPI**
 - Senior Strong – Article #1; CMS Meaningful Measures and the Rec/Act Professional**
 - Volunteerism at its Best!**
 - 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**
 - Stepping into 2017 with Style!**
- Maintain and submit expense records for any reimbursements
- Serve on NAAP Executive Committee
- Maintain an active and working knowledge of NAAP's involvement in legislative, regulations, and accreditation issues
- Chair NAAP Ethics Committee
- Chair NAAP Regulations Team
- Maintain contact with NAAP Ethics and Regulations Committee members via mail, telephone, and/or e-mail throughout the year
- Create, monitor and publish Board Action Items for NAAP Board members
- Create and present 2 Lunch & Learns and 1 webinar for NAAP website:
 - **It's All in The Hello**
 - **Not All Chocolate Is Created Equally**
 - **Volunteerism: Where Heart Meets Home**
- Represent NAAP at local, state and national levels
- Revise, edit and include a brand-new chapter in NAAP's **Activity Professionals in Action: Research, Training and Experiences for Professional Growth**
- Attend 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)

It is an honor and privilege to be part of the National Association of Activity Professionals' Board of Trustees. As Vice President, it is my priority to provide relevant education with resource links, present current information regarding national regulations/governmental issues, and encourage partnership opportunities for all our members. Traveling across the United States and presenting Quality of Life education/activity programming along with Alzheimer's/Dementia training for healthcare professionals is one of my favorite things to do throughout the calendar year. Every town has its very own uniqueness and spending time with 'old and new' friends has proved to be a worthwhile experience that I will always cherish.

2018-2019 looks like another great year for our national association! Many positive and proactive changes are knocking at our door, and as Vice President, I look forward to the opportunity of serving you each and every day. Thank you once again for your confidence and support throughout the year. I am anxious to see many of you in Philadelphia, Pennsylvania for our 36th National Conference in April 2018 and wish each NAAP member continued happiness and success. I promise not to lift any heavy beams or do any construction-type work before conference!

Respectfully submitted,

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

Secretary's Report

The following have been the duties and responsibility as Secretary of NAAP for April 2017-April 2018:

- Recorded and submitted conference call minutes twice monthly
- 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
- Completed all assignments in a timely manner
- Responsible for the Scholarship program

I have proudly served as the NAAP Secretary. I am honored to be part of an organization that takes great pride in the activity profession. NAAP is the leader in providing quality education and support to activity professionals in the U.S. and across the borders.

Respectfully Submitted,

Carolyn Hoff, ADC
NAAP Secretary

Professional Development Report

It has been a privilege to serve as your Professional Development Trustee this year. The NAAP Board continues to work diligently on behalf of the members to provide advocacy and support, plus the VERY BEST in education opportunities. Education has been offered this year both face-to-face via the Winter Workshop and annual Conference, and online through our Lunch and Learns and through the e-learning library. Don't forget that all NAAP's education sessions are pre-approved by both NCCAP and NAAPCC and are geared specifically towards the needs of the 21st century Activity Professional.

Looking for some top-notch education for your state workshop or conference? NAAP Board members are willing to come to your state to represent NAAP and share our knowledge with YOU! Our specialties and experience vary, so please contact me if you have certain sessions/topics in mind and I would be happy to connect with a Board member who may be able to help.

It's been a busy few months! NAAP continues to embrace technology both as a method for communicating information and for marketing and I'm excited by the steps I've been able to take this year to help streamline the conference.

Since the Mid-Year Board Meeting in November, I have:

- Sent acceptance and denial letters to all speakers who submitted in response to the Call for Presentations for the 2018 conference.
- Communicated with all confirmed speakers as necessary.
- Found a replacement session speaker for one that was not able to attend.
- Researched both the Expo Pass and Whova platforms/apps for possible use for conference registration, communication of information, monitoring attendance, receiving session feedback, name tag creation, and marketing. This included meetings with reps, emails, watching videos and discussions with the Board.
- Set up ExpoPass platform for use by Board, speakers, vendors and attendees.
- Reviewed and saved all conference handouts and uploaded into ExpoPass.
- Made name tags for conference attendees.
- Completed pre-approvals for NAAPCC and NCCAP.
- Created conference certificate and evaluation form with secret words.
- Recruited session monitors for all conference sessions.
- Created folders for all session monitors including speaker bio, secret word and other pertinent information.
- Communicated with Randie Duretz from PA about Philadelphia 2018: decorations, Silent Auction, local dignitaries, goody bags etc
- Represented NAAP at the South Carolina Activity Professionals Association conference in March 2018.
- Visited Embassy Suites in Charleston, SC, site of 2019 NAAP Conference with NAAP Office Manager.
- Communicated with Debbie Bouknight, LCC Chair for Charleston 2019, about the changing responsibilities of LCC – addition of Silent Auction and NAP Week.
- Submitted articles for NAAP weekly broadcast.
- Wrote article for February edition of ADO, "Lead With Your Heart".
- Participated in bi-weekly conference calls, plus other calls as necessary.
- Responded to emails and proofed documents/minutes as necessary.

Respectfully submitted,

Amy Laughlin, BA, AP-BC, ADC, CDP
Professional Development Trustee

International Relations Committee Update

This has been an exciting year working as the NAAP International Liaison, as I have had the honor of creating the NAAP International Contacts Committee and focusing on strengthening NAAP's existing International contacts, as well as developing new International contacts. This is a fulfilling, but also frustrating task, as most initial contacts are made through phone calls and emails to facilities and Activity Professionals located through facility websites. It can be difficult to reach the Activity Professionals in their buildings as their contact information is often not listed on the facility's website or the duties of an AP are split between other disciplines in the building. Some countries are still developing the field of recreation in LTC, while others are well established and face many of the same tasks, challenges, goals, and joys in their workplace as Activity Professionals here in the US.

I want to share a sincere thank-you with Darren Robinson from DRTA. He has been a strong supporter of NAAP growing their international contacts, and has shared his contacts from Japan, Ireland, New Zealand, Singapore, and the United Kingdom. Because of Darren's introductions, NAAP has developed and strengthened their relationship with New Zealand, Singapore, and the United Kingdom this past year. I was happy to record a greeting from NAAP to be shared via Darren at the 2017 DRTA Conference in Australia. I will be working with Darren during 2018 to present via computer at the 2018 DRTA Conference and via computer for an activity workshop in Singapore. Technology has allowed for monthly Skype calls with Darren in Australia, as well as multiple meetings with Activity Professionals in the United Kingdom and Singapore.

Technology has also enhanced NAAP's relationship with DRTA by promoting self-esteem and a sense of purpose for the residents at my and Darren's facilities. The two facilities shared a Skype Choral Concert in 2017 where residents, staff, and volunteers were able to attend a Skype concert with residents from each facility singing traditional and folk songs from their native countries. Our goal is for the concert to become an annual event and to share this activity with other countries we develop ties with.

DRTA included NAAP in their beginning relationship with Charmaine Tan from Singapore. Charmaine is the Senior Manager of the Innovation and Productivity Division at Singapore's Agency for Integrated Care. Charmaine and her team have the massive task of introducing the Activity Profession to Singapore. As of now, there are very few activities in their LTC setting and their facilities are massive- up to 500 residents! They do have OT's and are encouraging them to initiate activities and are looking to develop Activity Professionals to meet this need. DRTA and myself shared the different certifications, degrees, and educational options in our countries. We also discussed current challenges facing our field in the US and in Australia. At this point, we also introduced Charmaine to NCCAP and are currently working with NCCAP to assist in providing Singapore with the knowledge they desire to develop the Activity Professional field in their country. Charmaine is very excited about what her team is doing, but also realizes the enormity of their task.

I have also had the pleasure of speaking with Sylvie Silver, the Executive Director of NAPA (National Activity Provider's Association), who has been extremely helpful in sharing events and trends from the United Kingdom. NAPA has over 3000 members, mostly in aged care, but they also have members who work with clients with disabilities including Assisted Disabilities Hospices and Aged Care Hospices. NAPA's conference is usually held in London, but Sylvie is hoping to hold a conference in Wales, Ireland, and Scotland, in addition to the London conference in the future. Sylvie invited NAAP to write an article for NAPA's quarterly magazine "Living Life" and I contributed an article in line with their theme "Connecting Up". Sylvie has also invited NAAP members to participate in the NAPA Challenge 2018. Please see the NAAP website for more details.

I look forward to returning to the NAAP board this coming year and continuing to grow and strengthen NAAP's International contacts. This is a very exciting time, and I know that there are many opportunities for NAAP to share and learn from a diverse number of countries in the future.

Submitted by:

Colleen Knudson, AP-BC CADDCT CDP

International Relations Committee Chair

Operations Manager Report

Highlights from the past year:

- Developed, formatted, and ordered the new NAAP brochure.
- 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.
- Worked with the Embassy Suites for the 2018 conference planning in Philadelphia, PA.
- Working with the Embassy Suites for the 2019 conference planning for Charleston, SC.
- Conducted a site visit for the 2020 conference in Reno, NV at the Peppermill Resort & Casino.
- 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. Partners in 2017/2018 include: Hasbro, Joy for All; Dementia Raw; Healthy Hands Cooking; Eversound; Creative Forecasting; My Activity Resources; NCCAP; Collings Learning.
- 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
 - ✓ Conference Planning Updates
 - ✓ Website Stats
- Developed the promotional Thankful for Members BOGO post card and used a mailing list provided by Eversound.
- Researched Corporations, developed, and mailed out promotional postcards geared towards Corporate Membership.
- Developed and mailed Winter Workshop promotional postcards per request to Nevada and surrounding states.
- Re-located the NAAP office.

Total eLearning Certificates Processed from April 2017 – March 1, 2018: **300**

Total Memberships Processed Online 2017: **479** 2018 (January-March): **86**

Total Broadcast (email) Subscribers: **1,493**

It is an honor and a privilege to serve our profession in my capacity as Operations Manager. Thank you for your continued support of NAAP!



Financial Manager Report

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

- Received and processed membership applications and payments. Followed up with Operations 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.
- In the past 12 months, have paid off all NAAP debt, including the 2013 debt from The Tropicana
- Assisted with updating Website and assisting with those who had problems accessing.
- Added online conference registration this year. Created forms and confirmed payments.
- Prepared the 2018 proposed budget with the NAAP Board's input. Approved the 2018 Proposed budget.
- Attended the Mid-Year NAAP Board meeting in Reno.
- Vended for NAAP at the Pioneer Network in Chicago, IL.
- Attended the Winter Workshop in Las Vegas and assisted with financial and set up matters.
- Renegotiated and updated NAAP Business insurance policies.
- Continue to purge old NAAP files and to save electronically as needed.

2017 has continued to be a year of growth for NAAP. And serving on the NAAP Board has been a great learning experience as we are faced with decisions and goals that will affect the future of this organization and of Activity Professionals everywhere. My position has moved from being Board Member to ex-officio Financial Manager part of the Board. I am grateful for the integrity and transparency of this organization... 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

