



## **2018 Quarterly Board Reports**

### ***President's Report - Alisa Tagg***

In the spirit of transparency, I am excited to announce that the NAAP board will be providing quarterly updates to the membership in sharing the status of what each board member has been working on.

Since the annual conference in Philadelphia I have been able to travel to Maine and present to Activity Professionals at their healthcare conference. I also represented NAAP at the final NCCAP Symposium and met with new professionals in assisting with new memberships.

I am excited for the future of NAAP. I have also completed the following:

- 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. Including the NCCAP Symposium and the Maine Activity Professionals Workshop.
- Attended and supported all twice-monthly Lunch & Learns providing education as needed including the Part 1 and 2 of the New Survey Guidance.
- Wrote articles for the website, newsletter, and weekly broadcasts.
- Created the 2019 NAP week packet and worked with the office to develop the final packet.
- Provide welcome letters to persons expressing interests through our partnerships.
- Assisted and supported all board members as needed.
- Organized and led the NAAP Survey in obtaining information on our profession.
- Provided open communication with current and obtained new state contacts and continued relationship via monthly emails. Sent out postcards promoting next year's conference to those state contacts who requested them.
- Participated and represented NAAP in other organizations advisory councils including CMS and LEAD.
- 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 multiple LIVE broadcasts on Facebook promoting NAAP.
- Continued open discussion with NCCAP on the future of the profession.

I know our profession is ever-changing and I am always here to answer any questions or provide support.

### ***Vice President's Report – Anthony Vicari***

The following duties and responsibilities have been part of the Vice President's board portfolio for the last quarter:

- Attend bi-monthly NAAP Board meetings, scheduled emergency meetings, appropriate committee and/or membership meetings
- Submit Quarterly and Mid-Year Reports 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, By-Laws, 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 #7; LGBTQQ Senior Living  
Senior Strong – Article #6; Faceless and Nameless***

***What’s Happening on Capitol Hill – Edition 2  
What’s Happening on Capitol Hill – Edition 1***

- Maintain and submit expense records for any reimbursements
- Pioneer Network – Denver, Colorado  
Vendor at the Vendor Showcase; August 12-14, 2018
- 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
- Attend, Monitor and Oversee NAAP Think Tank (April – August 2018)
- 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 one (1) webinar for NAAP website:

➤ ***QA This...QAPI That***

- Represent NAAP at local, state and national levels  
National Association of Activity Professionals’ Annual Conference (Philadelphia, PA)  
North Dakota Long-Term Care Association Annual Convention (Bismarck, ND)  
Colorado Activity Professionals Association (Pueblo, CO)  
Pioneer Network Annual Convention (Denver, CO)  
The Citadel Assisted Living and Alzheimer’s Center (Pueblo, CO)
- 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)

### ***Secretary Report – Carolyn Hoff***

During this quarter I have completed the duties of my office as follows:

- Attended all bi-monthly conference calls
- Recorded bi-monthly meeting minutes and submitted them for board approval
- Created and submitted the September article for ADO
- Responded to board emails promptly
- Continue to work on editing and updating the NAAP history
- Recorded Board meeting attendance
- Sympathy cards sent to families of members who have passed away
- Created a programming session to be presented at MassCap Conference in September
- Participated in Executive meetings as required

### ***Professional Development Trustee – Amy Laughlin***

Since the end of the conference in Philadelphia 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.
  - Shared all general education information/suggestions with the Education Committee.
- Revised conference schedule for 2019 to include suggestions from 2018 evaluations: switch back to 1.5 hour sessions, additional share sessions, extended panel discussion, extended breakout for dementia programming ideas, extended breakout specifically for consultants/MEPAP instructors.
- Shared the revised schedule with the Education Committee and the Board for their approval.
- Contacted all speakers from 2018 conference who received good evaluations and invited them to submit Call for Presentations for 2019. Also contacted other Activity Professionals, Consultants and Speakers and invited them to submit for 2019.
- Communicated with NAAP members in South Carolina about the upcoming conference in Charleston.
- Written one article for Activity Director Today: To The Rescue?
- Presented one live e-learning session for NAAP: Volunteer Program Management
- Represented NAAP (with Alisa Tagg) at the last NCCAP Symposium: attended a joint NAAP/NCCAP Board meeting, vended, presented session on Mentoring for the Busy Professional.

- Written the closing statement from the NAAP Board for the Open Membership Meeting on June 18.
- Participated in all conference calls except one.
- Reviewed conference call minutes, policies, articles and other documents prior to meetings, made suggestions/corrections as necessary.

### ***International Relations Director – Colleen Knudson***

Over the last few months I have completed the following:

- Updated International Liaisons job description
- Attended Board Meetings twice monthly
- Responded to board emails
- Published article in National Activity Providers Association magazine
- Created and sent a “NAAP Greetings” video to be played at the DRTA Conference
- Continue monthly conversations with Diversional Therapy Australia
- Attended the NCCAP board meeting during NCCAP symposium
- Attended July 24th Think Tank call
- Attended August NCCAP Board Meeting
- Reviewing and updating NAAP Standards of Practice
- Created “Engaging Programming in Assisted Living” presentation for September webinar
- Setup Facebook Live “Body Percussion” session from New Zealand, scheduled for September
- Reached out to begin communication with NAAP Bermuda members
- Continued conversations with Singapore
- Continued communications with Activity Professionals in New Zealand
- Researching contacts in China and the Philippines
- Continuing to reach out to DTAJ in Japan, Ireland, and NAPA in the United Kingdom
- Rehearsed and scheduled International Sing-a-long for the DRTA Conference

