



2018 MID -YEAR BOARD REPORTS

President's Report - Alisa Tagg

Since the annual conference in Philadelphia I have been able to represent NAAP and provided presentations to the Activity Professionals in Maine, Pennsylvania, Southern Nevada, Texas, Southern California, and Missouri at their healthcare conferences. 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.
- 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 *LeadingAge*, 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.
- Worked with the attorneys in Wisconsin to develop the Articles of Incorporation and updated By Laws.
- Continued open discussion and worked on a memorandum of agreement with NCCAP and we move forward with the new relationship.
- Reviewed and revised board job descriptions.

Vice President's Report – Anthony Vicari

The following duties and responsibilities have been part of the Vice President's board portfolio for the last 6 months.

- 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***
 - Senior Strong Article #8 ~ Home Healthcare: How it affects today's Seniors and Recreation/Activity Professionals***
 - 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)
 - Maryland Activity Coordinators Society (McHenry, MD)
 - Minnesota Statewide Activity Professionals (St. Cloud, MN)
- 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's Report – Carolyn Hoff

During the last few months 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
- Represented NAAP and presented at the Massachusetts Council of Activity Professionals in Hyannis, Massachusetts.
- Represented NAAP at Resident Activity Professionals in Ohio Fall Conference.
- Participated in Executive meetings as required
- Reviewed and worked with the Lawyers on the Articles of Incorporation and the update By Laws

Professional Development Director – 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.
- Represented NAAP at the North Carolina Activity Professionals Association and presented sessions.
- Worked with the Conference Committee to review speaker submissions and the selection process for April 2019 Conference.
- 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

- Updated International Relations 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 in Australia
- 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 and presented “Engaging Programming in Assisted Living” in September
- Scheduled to present “Engaging Programming in Assisted Living Part 2” in November
- Setup and Co-led Facebook Live “Body Percussion” session from New Zealand
- 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
- Working with New Zealand for a liaison to attend the NAAP 2019 Conference
- Collecting international conference dates to assist the NAAP board in submitting a call for papers to present via GoToMeeting or Skype
- Represented NAAP at the Wisconsin Representatives of Activity Professionals Conference.
- Participated with the NAAP treasurer in attending, via Skype, an international sing-a-long during the Australia DRTA Conference

Operations Director – Vanessa Emm

- 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 2018 include: Hasbro, Joy for All; Dementia Raw; Eversound; Creative Forecasting; My Activity Resources; NCCAP; Collins Learning; Live Living Network.
- Contributor to NAAP’s social media sites.
- Developing and scheduling weekly broadcasts “Monday email” 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.
- 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
- Represented NAAP at the AFA Concepts in Care – Educating America Tour in Tempe, AZ on June 22, 2018.

- Representing NAAP at the Northern California Activity Coordinators conference in October.
- Worked with the board on the finalization of the 2019 NAP Week along with FunExpress.
- Developed and distributed the 2019 Exhibitor Packet.
- Made travel arrangements for board members to various locations for vending and mid-year travel.
- Provide NAAP's Facebook live sessions.
- Ongoing communication with the 2019 conference location regarding details including but not limited to: catering; audio visual needs; room block; session layout and set-up.

Total eLearning Certificates Processed from May 1, 2018 – September 30, 2018: **351** ↑ 51 since Annual Report

Total Membership as of October 1, 2018: **678** ↑ 199 since Annual Report

Members Processed from May 1, 2018 – September 30, 2018: **204**

Total Broadcast (email) Subscribers: **1,649** ↑ 156 since Annual Report

Upcoming Conference Locations: 2020 Reno, NV; 2021 Minneapolis, MN

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!

Finance Director – Cindy Tewalt

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.
- Publications printed: 2018 New and Updated Policy and Procedure manuals.
- Received incoming Membership applications via website, mail and phone. Once payment is made, I send this information onto the Operations Manager who then sends information to the new/renewing member.
- 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 2017 990 IRS form.
- Maintained account for Activity Professional's Scholarship and the Michele Nolta Scholarship.
- Processed and mailed out orders for the NAAP Exam Study Guide, P&P Manuals and the Resource Action Book.
- Recorded and processed all deposits.
- Represented NAAP at the Wisconsin Representatives for Activity Professionals Conference.
- Manned the Registration table at the NAAP Conference in Philadelphia, PA
- Worked with Weld Riley law firm to ensure that NAAP was compliant in all legal documentations as related to Articles of Incorporation by Wisconsin Statutes, to see all proper documentation filed with the Wisconsin Department of Revenue and the IRS. This involved extensive revision of the NAAP Bylaws in order to comply with the law and to also maintain the NAAP historical integrity of the bylaws.
- Wrote articles for ADO.
- Created and updated forms specific to the online website: Call for Presentations and Exhibitor form and Advertising programs for website and entered data;

I am honored to be part of the organization as NAAP moves forward for its members.