



2019 ANNUAL BOARD REPORTS

President's Report - Alisa Tagg

Hello All, I am truly grateful and honored to be your President. I have enjoyed getting to know so many of you on a personal level daily. I appreciate what each of you do out in the field of Activities. All the hard work and dedication you give does not go unnoticed! I have had the pleasure of meeting with many Administrators nationwide lately and they always tell me how much they “LOVE” their Activity Professionals. I know our job can easily become frustrating or we have feelings of being unnoticed, however I am here to tell you simply this is NOT TRUE! You are NOTICED and you are LOVED! Thank you for all you do!

I truly believe the future of NAAP and the Activity Profession is looking very bright indeed. Since our Mid-Year meeting in November I have had the pleasure of completing 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 with other national organizations.
- Attended and supported all twice-monthly Lunch & Learns providing education as needed including The State of the Profession updates on the Phase 3 roll out.
- 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. Participated in NAP week events online and locally.
- Provide welcome letters to persons expressing interests through our partnerships.
- Assisted and supported all board members as needed.
- 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.
- Met twice monthly with NCCAP President and CEO to discuss our partnership and joint plans.
- Participated and represented NAAP in other organizations advisory councils including Pioneer Network, LeadingAge, CMS and LEAD.
- Oversaw and led the Executive Committee Meetings
- Developed and continued to promote the 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.
- Reviewed and revised board job descriptions.

I want to send out a very **BIG THANK YOU** to both **Vanessa Emm** and **Cindy Tewalt** our ex-officio directors who over the last 5 months have provided far more work and support to the day-to-day operations of the NAAP office than any of us ever expected. Their work has been amazing! Their commitment has been extra special to me! Their response time has been incredible! The NAAP Membership is blessed to have these fine ladies behind the scenes carrying the load. I appreciate both of them very much. I would also like to thank Amy Laughlin, Colleen Knudson and Carolyn Hoff for all their hard work and dedication this last year. I would like to send my appreciation to Anthony Vicari and wish him the best of luck as he moves on to the next chapter of his life. I have had the pleasure to work with him locally and nationally for the last 10 years. Lastly, I welcome Catherine Sabatini to the board and look forward to working with her.

Vice President's Report – Anthony Vicari

As Vice President, I am privileged and honored to work with a dynamic and talented group of individuals; namely, NAAP's Board and its dedicated members. The NAAP Board continues creating and prioritizing both short and long-term objectives and goals, developing an effective system for ensuring that all actions are accountable and transparent to its members. Furthermore, the board's top priority remains strong: members come first! With this said, our focus continues to provide Activity Professionals with quality top-notch educational resources and services.

The following duties and responsibilities reflect my actions toward this focus:

- Respond to NAAP Board/Member emails and phone calls
- Collaborate/Communicate with NAAP's first Think Tank
- Communicate with NAAP Ethics Team
- Collaborate/Communicate with NAAP Regulations Team
- Write monthly research articles for NAAP website and Monday e-Blasts
- Communicate with NAAP Awards Team
- Attend webinars, seminars and on-line presentations from the following national associations/organizations:
 - ✓ Conference Call/Webinars – National Council on Aging
 - ✓ Conference Call/Webinars – iAdvance Senior Care
 - ✓ Conference Call/Webinars - National Institute on Aging Go4Life!
 - ✓ Conference Call/Webinars - CMS Open Door Forum
 - ✓ Conference Call/Webinars – CMS Long-Term Services and Supports
 - ✓ Conference Call/Webinars - Resources for Integrated Care
 - ✓ Conference Call/Webinars – Eden Alternative
 - ✓ CMS (Centers for Medicare and Medicaid Services)
 - ✓ National Institute on Aging
 - ✓ National Council on Aging
 - ✓ National Institute of Health (NIH)
 - ✓ 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
 - ✓ Alzheimer's News
 - ✓ Long-Term Services and Supports Solutions (LTSS)
 - ✓ Administration for Community Living (ACL)
 - ✓ National Alzheimer's and Dementia Resource Center (NADRC)
- Submit Mid-Year Report to NAAP Board and membership
- Maintain and submit expense records for any reimbursements
- Maintain an active and working knowledge of NAAP's involvement in legislative, regulations, and accreditation issues
- Create and present NAAP webinar for website

In addition, 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 educational programming along

with Alzheimer's/Dementia training for healthcare professionals is one of my favorite things to do throughout the calendar year. Each city/state 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. I look forward to my 2019 travels and hope to make new friendships across this beautiful nation!

Finally, serving as NAAP's Vice President for the past three years has truly been an exciting and rewarding adventure. Special thanks to Lucy Emmil, Catherine Sabatini, Linda Burton and Donna Tennant for their dedication and continuous service as NAAP Regulation Team members. To the Ethics Committee, thank you for your careful and confidential attention to detail; you know who you are and I appreciate what you have done for our national association. A great big "Thank You" to Jackie Laskee, Nancy Williams, Kandie Smith, and Tammy Hay. Your service on NAAP's Awards Team is so appreciated. To each member of NAAP's first Think Tank; thank you for meeting with me over the course of four months to discuss possible board reorganization structures and scenarios. You helped our current board focus attention on strategic planning for years to come. And, to each NAAP member, thank you for the genuine kindness that you have shown me throughout the years. Hope to see many of you in Charleston, SC!

Secretary's Report – Carolyn Hoff

The following are the duties I have completed as Secretary of NAAP for April 2018-April 2019:

- Recorded and submitted to the board 23 conference call minutes
- Recorded and submitted to the board the Annual membership minutes
- Recorded and submitted to the board the State Contact minutes
- Recorded and submitted to the board the minutes from the joint meeting of NAAP, NAAPCC and NCCAP
- Assisted in editing the new By-Laws
- Emailed copies of the By-Laws when requested to members
- Participated in bi-monthly board conference calls
- Participated in Executive conference calls as needed
- Wrote article for the ADO
- Chaired the Scholarship committee
- Updated the NAAP history to the computer and added the years 2010 and forward
- Spoke at the Massachusetts Activity Conference and also vended
- Set up and will run the Silent Auction for 2019

I have had the honor and privilege to serve as the NAAP Secretary for four years. It has been a great learning experience and very educational. I have to say this board is one of the hardest working and inspiring group of people I have ever worked with. I was honored to be nominated and elected to the position of Vice President for the next three years. I will continue to serve NAAP's membership to the best of my abilities.

Professional Development Director – Amy Laughlin

Thank you for allowing me to serve as your Professional Development Director this year. I am thrilled to see how the organization continues to grow, both in terms of membership numbers and in terms of "reach". I am proud to see the strengthening connections with other national and international organizations within the field of aging services and look forward to see how these relationships can help Activity Professionals in terms of empowerment, engagement and professional equality. Thank you to NCCAP for promoting the benefits of NAAP membership to their certified professionals and for working alongside NAAP to elevate the profession. It's been a great year!

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

- Sent acceptance and denial letters to speakers who submitted in response to the Call for Presentations for the 2019 conference.
- Communicated with all confirmed speakers as necessary.
- Found replacement sessions when one speaker cancelled two sessions.
- Uploaded conference schedule, session and speaker information to the ExpoPass platform for use by Board, speakers, exhibitors and attendees.
- Created individual session evaluations for each session in ExpoPass.
- Communicated how to download and login to ExpoPass to speakers, exhibitors and attendees.
- Reviewed and saved all conference handouts and uploaded into ExpoPass.
- Made name tags for conference attendees, speakers and exhibitors.
- Completed pre-approvals for NCCAP, LTHCA and the University of Tennessee.
- Created conference certificate and with secret words.
- Created overall conference evaluation.
- Recruited session monitors for all conference sessions.
- Created folders for all session monitors including speaker bio, secret word and other pertinent information.
- Communicated with SC and NC NAAP members who volunteered to help on the Local Conference Committee.
- Assisted with selecting the winners of the NAAP conference scholarships.
- Gathered items for goody bags and Silent Auction.
- Participated in bi-weekly conference calls, plus other calls as necessary.
- Responded to emails and proofed documents/minutes as necessary.

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.

International Development Director – Colleen Knudson

- Updated International Liaisons Job Description
- Updated International Development Director Policy and Procedures
- Attended NAAP Board Meetings twice monthly
- Attended NCCAP Board Meetings Monthly as a liaison between NAAP & NCCAP
- Responded to board emails
- Assisted with reviewing and updating NAAP Standards of Practice
- Created and presented “Engaging Programming in Assisted Living” NAAP webinar
- Created two NAP week videos for FB
- Posted on NAAP’s Assisted Living Resource Group page
- Collecting international conference dates to assist the NAAP board in submitting a call for papers to present via Skype or Zoom Meeting
- Continue monthly conversations with Diversional Therapy Australia
- Created and sent a “NAAP Greetings” video to be played at the DRTA Conference in Australia
- Participated, along with the NAAP treasurer in attending, via Skype, an international sing-along during the Australia DRTA Conference which included the US, New Zealand, Japan, and Australia
- Working with Australia DRTA to present a session (via Zoom) at their next conference
- Developed a new memorandum of understanding with Australia
- Received new contacts in Nova Scotia, Spain, Gibraltar, and Ireland

- Continued communications with Activity Professionals in New Zealand
- Setup and Co-led Facebook Live “Body Percussion” session with an Activity Professional from New Zealand
- Worked with New Zealand Society of Diversional and Recreational Therapists for a liaison to attend the NAAP 2019 Conference- Orquidea Tamayo Mortera will be presenting a session via Zoom Meeting, “Cognitive Stimulation Therapy: Best Practices in New Zealand”
- Will be presenting a session and attending the New Zealand DRT Conference in August
- Initiated conversations with NAAP Bermuda members
- Continuing to research contacts in China and the Philippines
- Continued conversations with Singapore
- Continuing to reach out to and grow relationships with contacts in Japan, Ireland, and NAPA (United Kingdom)
- Published article in National Activity Providers Association magazine (United Kingdom)

It has been an exciting and rewarding year working as the International Development Director. As this position is still relatively new, the NAAP board has had multiple discussions to discuss and refocus the main purpose of the IDD- information. The IDD focuses on developing and growing relationships with other Activity Professionals from countries all around the globe. As these relationships grow, so does the opportunity to learn from and share information with our contacts. The challenge is finding an Activity Professional who is interested in, and has the time to, share meaningful information. The IDD uses email, phone calls, and social media to build and maintain contacts. NAAP has also begun applying for membership to join other country’s activity organizations, as a way to open the door for information sharing. Some countries, such as Australia and New Zealand, prefer a Memorandum of Understanding be developed between the organizations to specify how they will work together, as well as any specific projects that will be focused on. NAAP is also able and willing to share information on how to start an educational organization for those countries who do not yet have the benefit of joining an official organization.

Tasks of the IDD include:

- Developing new and meaningful relationships with International AP’s
- Maintaining and growing current relationships with International AP’s
- Presenting in person or via computer at international workshops and conferences
- Publishing articles in international newsletters and magazines
- Gathering and sharing information received from International Contacts
 - Day to day challenges in the field
 - Resources- programming ideas, tools, articles
 - Activity organizations and certifying bodies

Overall, the purpose of the International Development Director is to learn and share industry trends, program ideas, conferences, and articles or newsletters with the NAAP board and the membership. This will be done in person this coming August, when the IDD travels to Auckland, New Zealand to present the educational session “Activities in Our Land”. The IDD will be presenting a session, attending conference, and networking with Activity Professionals from all over the South Pacific. This will be an amazing opportunity to strengthen the relationship with our friends in New Zealand!

The IDD was also invited to attend conference and present a session at the Diversional and Recreation Therapy Australia Conference in September. As NAAP is already attending the New Zealand Conference the month before, it is not feasible to attend in person in Australia. The IDD is currently working with DRTA to schedule a session via Zoom, which will still allow NAAP to share information with our Australian friends.

The DRTA is currently going through some massive changes. Their major project is working to provide Credentialing for all current DRTA members. After this process has been completed, it will be a requirement for Diversional Therapists to be certified before they are able to join DRTA. Australia is currently having a Royal

Commission into Aged Care and the DRTA has been advised that in order to get the DRTA name recognized, there needs to be a credentialing element to the membership. I will be able to share more information on this project after receiving further updates from NAAP's Australia contact.

The IDD role has also been successful in building rapport between seniors in the US and seniors from around the world. Multiple sing-a-longs and Skype discussions have taken place between residents in Australia, New Zealand, Japan, and the US. It has been a delight to see the awe on the faces of the seniors as they see and speak with new friends from across the globe! Residents dressed up in costumes, painted signs, and decorated their rooms with their country's colors and symbols while cheering each other on during their concerts and sing-a-longs.

The International Development Director position is starting to gain momentum and I am so excited to see the relationships we have built at this time next year. Thank you!

Operations Director – Vanessa Emm

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.
- Process memberships and maintain the NAAP membership database.
- Website maintenance and management.
- Working with the Embassy Suites for the 2019 conference planning for Charleston, SC.
- Developed and distributed (August 2018) the 2019 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 2018/2019 include: Eversound; Creative Forecasting; My Activity Resources; NCCAP; Live Living Network.
- Put together a State Contact spreadsheet to assist with assessing states where NAAP needs a contact and matching those states with potential members.
- Worked with the Board for the 2019 NAP Week content, developed a promotional packet and partnered with FunExpress for supply options.
- Updated the Operations Director job description and submitted to the NAAP board.
- Represented NAAP at the AFA Concepts in Care – Educating America Tour in Tempe, AZ on June 22, 2018.
- Represented NAAP at the Northern California Council of Activity Coordinators Conference in Monterey, CA.
- Attended the NAAP/NCCAP joint meeting on June 21, 2018.
- Provided a webinar "Department Compliance" on August 29, 2018 at 4:00PM PST.
- Provided a webinar "One-on-One Compliance" on January 8, 2019 at 10:00AM PST
- Oversaw the nomination and 2019 election process; communicated with nominees, developed the ballot, and notified candidates of final outcome.
- All other duties and tasks assigned by the NAAP board.
- 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

Total eLearning Certificates Processed from April 1, 2018 – January 31, 2019: **667** (increase of 367 since last annual report)

Total Memberships Processed Online January 2018 to January 2019: **833**

Current Membership (as of February 8, 2019) **806**

Total Broadcast (email) Subscribers: **1,842** (increase of 349 since April 2018)

Upcoming Conference Sites:

Reno, NV April 21-24, 2020

Minneapolis, MN April 20-23, 2021

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

Financial Director – Cindy Tewalt

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 Director to complete membership communication. Both positions of Operations Director and Financial Director 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 Manual.
- Established NAAP Articles of Incorporation to make NAAP compliant with IRS and Wisconsin statutes. This required updating the ByLaws to reflect compliance.
- Assisted with updating Website and assisting with those who had problems accessing.
- Added Expo Pass online registration for the 2019 NAAP Conference. Monitored this along with accounting for mailed in checks and also credit card payments.
- Prepared the 2019 proposed budget with the NAAP Board's input. Approved the 2019 Proposed budget.
- Attended the Mid-Year NAAP Board meeting in Reno.
- Assisted in all conference arrangements, particularly involving any expenses.
- Forwarded all mail and information as appropriate as NAAP Office address comes to Financial Director in Wisconsin.
- Continue to purge old NAAP files and to save electronically as needed.

2018 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 is one of ex-officio Financial Director on the Board and while I do not hold a vote in matters, I do keep abreast of all the happening of the board and they respect my input. 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.