



2019 MID -YEAR BOARD REPORTS

President's Report

Since the annual conference in Charleston I have been able to represent NAAP and provided presentations to the Activity Professionals in Utah, Iowa, and Nevada. I also represented NAAP and provided engagement sessions at the Pioneer Network Conference while meeting new professionals in assisting with new memberships. 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.
- Created the work calendar and timeline to accomplish business for the board members.
- Met weekly with Operations and Financial Director.
- Reviewed website content weekly.
- Filled for the office when Operations Director and Financial Director were on vacation.
- Represented NAAP and presented webinars and presentations with other organizations.
- Attended and supported all twice-monthly Lunch & Learns providing education.
- Participated in twice-monthly calls with NCCAP to support continue partnership agreements.
- Wrote articles for the website, newsletter, and weekly broadcasts.
- Assisted with the 2020 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/NCCAP Call to Action meeting.
- 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 SAGE, and LEAD.
- Worked with the LEAD organization to sign on embargos for better dementia care services.
- Worked with the Motion Picture Licensing Corporation on a partnership for Movie Licensing and a discount rate for NAAP members.
- Worked with the NCCDP to provide the Montessori CMDCP at a discount rate to NAAP members.
- Worked with the Montessori Center for Aging to develop the new curriculum for NCCAP's Montessori Home Engagement certification.
- Worked and developed a new Memorandum of Agreement with the Louisiana Assisted Living Association.
- Worked with the International Development Director in creating a Memorandum of Agreement with New Zealand.
- Created and led the new Think Tank in the restructuring in the NAAP Standards of Practice.
- Redeveloped the NAAP Code of Ethics, Scope of Practice and Mission, Values, and Vision Statements.
- 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 redeveloped all board job descriptions.

I have been reviewing old newsletters and conference brochures from the days of yore and it amazes me how many people have put their heart and soul into this great organization. When Sister Pat Murphy, the first president

of NAAP, took on the endeavor of leading this association she shared her “high hopes” for the profession. Many of her hopes have come into fruition these last 37 years. It has been a great pleasure to serve as the President of NAAP and with such a talented group of individuals on the board of directors and various committees. This outstanding association is the strongest it has ever been.

Sincerely,



Alisa Tagg, BA ACC/EDU CADDCT CDP CDCS
NAAP President

Vice President's Report

- Assisted in orientating the new Secretary
- Attended bi-weekly board meetings
- Responded to emails/correspondence in a timely manner
- Reviewed the Vice President job position
- Submitted 3 articles of interest for the NAAP Broadcasts
- Chair of the Regulation Committee
- Chair of the Ethics Committee
- Chair of the Awards Committee
- Attended and participated in multiple webinars hosted by the National Institute of Health (NIH)
- Represented NAAP at the Pioneer Network Conference, Louisville, Kentucky
- Represented NAAP at the Ohio Conference

Thank you for allowing me to serve as your Vice President.

Carolyn Hoff, AAS AD CDP
NAAP Vice President

Secretary Report

I have completed the duties of my office as follows:

- Attended and participated in the twice monthly conference calls.
- Recorded minutes at each meeting and submitted to board for approval.
- Created and submitted articles as requested.
- Responded to board emails as needed.
- Sent out sympathy, wedding and retirement cards to members and vendors.
- Participated in the board business as needed.

Catherine E. Sabatini, ADC/MC CDP HCC
NAAP Secretary

Director of Professional Development Report

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

- Reviewed all conference evaluations:
 - Collated scores for each session – from ExpoPass
 - Collated comments from each session – from ExpoPass
 - 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.
- Participated in calls with ExpoPass following up from conference 2019, and then planning for conference 2020.
- Revised conference schedule for 2020 to include suggestions from 2019 evaluations:
 - Open the conference with the Membership Meeting instead of doing it in the evening
 - Shorten the Opening Session and making it back-to-back with Keynote instead of having a break
 - Move the Share Sessions to the afternoon of the first day to help attendees get connected with others who work in their same level of care/type of facility
 - Add a Share Session specifically for those who work in Memory Care
- Shared the revised schedule with the Education Committee and the Board for their approval.
- Contacted all speakers from 2019 conference who received good evaluations and invited them to submit Call for Presentations for 2020. Also contacted other Activity Professionals, Consultants and Speakers and invited them to submit for 2020.
- Wrote two articles for NAAP e-blast – one promoting the Call for Presentations, the other entitled Lessons Learned: Renovation Expectations.
- Represented NAAP at the MassCAP Conference: vended, presented sessions on Goal Setting for Success and Independent Living Activities: Bridging the Generations.
- Researched getting NAAP’s education programs approved for Administrator CEUs through NAB.
- Participated in monthly conference calls.
- Reviewed conference call minutes, policies, articles and other documents prior to meetings, made suggestions/corrections as necessary.

Amy Laughlin, CRCFA, ADC, CRCFA
Professional Development Director

Director of International Development Report

- Attended Board Meetings twice monthly
- Responded to board emails
- Served as the Liaison between NAAP and NCCAP for several months
- Created activity programs for the 2019 NAP Week Packet; Thomas Kinkade, Ansel Adams, Garden Lights, Rainbow Cake Jars, Ice Lanterns, Hot Chocolate Bar
- Worked with the International Development Committee to find different ways to research and contact Activity Professionals in other countries
- Started utilizing LinkedIn to pursue connections with AP’s and Activity organizations in other countries
- Compiled international contacts for Music and Memory, as well as Alzheimer’s and Dementia organizations
- Continued to research possible contacts in China and the Philippines
- Continuing to reach out to DTAJ in Japan, Ireland, and NAPA in the United Kingdom
- Been in communication with “Active Minds” to discuss a possible collaboration
- Swedish Care International Newsletter
- Became a member of the Global Ageing Network
- Continued conversations with Diversional Therapy Australia
- Wrote “Update from Down Under- What’s Happening in Australia”
- Developed an MOU with Australia
- Continued conversations with New Zealand Society of Diversional and Recreational Therapy

- Developed an MOU with New Zealand
- Attended the New Zealand Society of Diversional and Recreational Therapy Conference in Auckland, New Zealand
- Presented a Keynote Session about NAAP at NZSDRT Conference
- Presented a Breakout Session about using Art and Crafts to Engage at NZSDRT
- Started writing a series of articles about my experiences and new knowledge from the NZSDRT Conference
- Entered two photographs and one video submission in the photo and video competitions at the NZSDRT Conference
- Won 1st and 2nd Place in the Photo Competition and 3rd place in the video submission at the NZSDRT Conference
- Was the guest judge for the Musical Instrument Competition at the NZSDRT Conference
- Met Takako Serizawa, President of Diversional Therapy Japan, as well as Darren Robinson and Kylie Rice from Diversional and Recreational Therapy Australia at the NZSDRT Conference.
- Created and sent a “NAAP Congratulations” video for the NZSDRT Facebook page in recognition of New Zealand’s Diversional Therapy Week

Colleen Knudson, AAP-BC, CADDCT CDP
International Development Director

Director of Operations Report

- Developed and disseminate as needed NAAP brochures, postcards, and other marketing materials.
- Oversee the online education; working with obtaining webinar 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.
- 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
- Representing NAAP at the MNSWAP conference in October, providing online conference education for the Greater Sabine Area association in October. Represented NAAP at the SNAPA conference in Las Vegas in September.
- Worked with the board on the finalization of the 2020 NAP Week packet materials. Developed the completed the packet and provided it online.
- Developed and distributed the 2020 Exhibitor Packet.
- Made travel arrangements for board members to various locations for vending and mid-year travel.
- Ongoing communication with the 2020 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 February 2019 – September 2019: **956** ↑ 605 since 2019 Annual Report
Total Membership as of October 1, 2019: **858** ↑ 180 since 2019 Annual Report
Members Processed from February 2019 – September 2019: **437** ↑ 233 since 2019 Annual Report

Total Broadcast (email) Subscribers: **1,973** ↑ 324 since 2019 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 Director. Thank you for your continued support of NAAP!

Vanessa Emm
Director of Operations



Director of Finances Report

As your Financial Director, 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: 75 2019 Exam Study guides.
- Received incoming Membership applications via website and mail.
- Assisted with updates to the website.
- Maintained the Job Board area of the website.
- Procured and provided financial information for Accountant to prepare NAAP' 2018 990 IRS form.
- Maintained account for Activity Professional's Scholarship and the Michele Nolta Scholarship.
- Processed and mailed out orders: 127 NAAP Exam Study Guides; 21 P&P Manuals and 2 Resource Action Books.
- Recorded and processed all deposits.
- Represented NAAP at the Wisconsin Representatives for Activity Professionals Conference.
- Manned the Registration table at the NAAP Conference in Charleston, SC
- Worked with Wipfli Accountants to satisfy documentation for IRS for 2016 and 2017
- Created and updated forms specific to the online website: Call for Presentations and Exhibitor form and Advertising programs for website and entered data
- Assisted with Conference EXPO pass app and financial processing

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

Cindy Tewalt
NAAP Financial Director