



## **2020 ANNUAL BOARD REPORTS**

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

Hello All, I am truly grateful and honored to have been your President for the last 5 years. It has been an incredible time in bringing NAAP up to the level of greatness that it is now at. 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.
- Oversaw the Scholarships
- Represented NAAP and presented webinars, presentations, Facebook Live broadcasts, and podcasts with other national and state organizations.
- Attended and supported all twice-monthly Lunch & Learns providing education as needed.
- Wrote articles for the website, newsletter, and weekly broadcasts.
- Re-developed and updated the NAAP/NCCAP Exam preparation book.
- Assisted in creating the 2020 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 via monthly emails with current state contacts and NCCAP state representative.
- 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.
- 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.
- Reviewed and revised board job descriptions.

I want to send out a very special thank you to both Vanessa Emm and Cindy Tewalt, our ex-officio directors who over the last several years 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 our amazing Board of Directors: Amy Laughlin, Colleen Knudson, Catherine Sabatini and Carolyn Hoff for all their hard work and dedication to the professional organization. I am grateful for the new honor to be your Association Director and look forward to continuing support of this great association and the Activity Profession. I am confident with the new board of directors and look forward to the future of NAAP!

## ***Vice President's Report – Carolyn Hoff***

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

- Served on the Research Summit Dementia Care Advisory Board
- Served on the Consumer Voice Advisory Committee
- Lead the Awards Committee
- Chaired the Regulations Committee
- Chaired the Ethics Committee
- Provided edits for the By-Laws
- Wrote articles for NAAP broadcasts
- Represented NAAP at the Pioneer Network Conference
- Provided NAAP information at the RAP in Ohio Conference
- Attended the bi-monthly conference calls
- Completed task efficiently as assigned

I am honored to have served as the Vice President of NAAP. I look forward to continuing to be a part of this great organization. I must share that being part of this board is so educational and such a great professional experience. I encourage everyone to step up and take part in committees or be on the board at the state or national level. NAAP will continue with providing the education and support to our AWESOME fellow Activity Professionals.

## ***Secretary's Report – Catherine Sabatini***

As the Secretary I have completed the duties of my office as follows:

- Attended bi-monthly conference calls
- Recorded bi-monthly meeting minutes and submitted them for board approval
- Responded to board emails promptly
- Recorded Board meeting attendance
- Sympathy cards sent to families of members who have passed away
- Participated in Executive meetings as required
- Reviewed a hotel for the 2022 National Conference in Rhode Island

Thank you for the opportunity to have served as your Secretary. I am looking forward to my new role as the Professional Development Director.

## ***Professional Development Director's Report – Amy Laughlin***

It has been a privilege to serve as your Professional Development Director for the past three years. Organizing a conference takes a great deal of time and attention to detail and I am grateful for the support of the rest of the Board.

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 2020 conference.

- Communicated with all confirmed speakers as necessary.
- Found a replacement session speaker for one that was not able to attend.
- Set up ExpoPass platform for use by Board, speakers, vendors and attendees and emailed instructions to each of the specific groups.
- Reviewed and saved all conference handouts and uploaded into ExpoPass.
- Made name tags for conference attendees.
- Researched NAAP becoming a National Association of Long Term Care Administrator Boards approved education provider.
- Completed pre-approvals for NAB (for Administrators) and University of Tennessee (for CTRS)
- Recruited session monitors for all conference sessions.
- Created folders for all session monitors including speaker bio and other pertinent information.
- Connected with National Activity Providers Association (NAPA) in the United Kingdom and exchanged emails with their Executive Director. I am making plans to attend their conference in London in June and spend time networking with their leadership and members.
- Submitted articles for NAAP weekly broadcast.
- Given an e-learning session "Putting the Joy Back in Joyride: Outings and How to Survive Them".
- Participated in bi-weekly conference calls, plus other calls as necessary.
- Responded to emails and proofed documents/minutes as necessary.

### ***International Development Director's Report – Colleen Knudson***

Over the last year I have completed the following:

- 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 newer contacts- DTAJ in Japan, Ireland, and NAPA in the United Kingdom
- Posted International Articles and updates on the NAAP Facebook page
- Began communication with "Active Minds" to discuss a possible collaboration- facilitated a meeting between Active Minds founder and NAAP and NCCAP during the April 2020 Conference to pursue the possibility of collaboration
- Receive and review the Swedish Care International Newsletter
- Wrote "Swedish Care International Update" article for the NAAP E-blast
- Obtained membership in the Global Ageing Network
- Continued conversations with Diversional Therapy Australia
- Wrote "Update from Down Under- What's Happening in Australia"
- Wrote an MOU between NAAP & Australia- will be signed during the NAAP Conference in Reno
- Continued conversations and strengthened relations with the New Zealand Society of Diversional and Recreational Therapy (NZSDRT)
- Developed an MOU with New Zealand, which was signed during the NZSDRT in August of 2019
- 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 Residents in the US at the NZSDRT Conference
- Wrote a series of articles about my experiences and new knowledge from the NZSDRT Conference
- Entered two photographs and one video submission from the US into the photo and video competitions at the NZSDRT Conference
- Won 1<sup>st</sup> and 2<sup>nd</sup> Place in the Photo Competition and 3<sup>rd</sup> place in the video submission at the NZSDRT Conference
- Was the guest judge for the Musical Instrument Competition at the NZSDRT Conference
- Met and networked with Takako Serizawa (President of Diversional Therapy Japan) as well as Darren Robinson (International Contact DRTA) and Kylie Rice (DRTA Presidents) at the NZSDRT Conference
- Have invited NZSDRT President, Orquidea Tamayo Mortera, to attend and present at the NAAP 2021 Conference
- Have begun work on a possible study tour for Orquidea to see US facilities and Activity Professionals in action either directly before or directly after the 2021 Conference
- Created and sent a “NAAP Congratulations” video for the NZSDRT Facebook page in recognition of New Zealand’s Diversional Therapy Week
- Communicated information for the United States National Activity Professionals Week with NZSDRT; received and posted a celebratory NAP Week video from the NZSDRT President
- Online meetings with NZSDRT President to discuss current trends and challenges for residents and DT’s in New Zealand
- Created a presentation from the information shared by NZSDRT’s Orquidea with residents at WI facilities- will present to NAAP members in March via webinar
- Completed a Call for Papers to present via Zoom at the 2020 NZSDRT Conference
- Communicated information from US NAP Week to Australia DRTA and requested information to be shared on NAAP’s Facebook page
- Reached out to introduce myself and NAAP to the DRTA’s new President
- Reached out to DRTA for Call for Papers to present a session via Zoom at the DRTA 2020 Conference
- I am scheduled to attend, in person, the Australia DRTA Conference in 2021- dates and location TBA
- Worked with NAAP Professional Development Director, Amy Laughlin, to reach out to NAPA in the United Kingdom to facilitate an introduction with NAPA’s new President
- NAAP board member, Amy Laughlin, will be traveling to the United Kingdom this summer and attending the NAPA Conference on June 2<sup>nd</sup>, 2020
- In contact with NZSDRT and interested Activity Professionals in the US to possibly bring the Ronnie Gardner Method training to the United States

## ***Operations Director’s Report – Vanessa Emm***

### Highlights Since Last Annual Report:

- Developed and formatted NAAP marketing materials.
- 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.
- Worked on behalf of NAAP with NCCAP on the Montessori Engagement Curriculum.
- Worked with the Peppermill Resort for the 2020 conference planning for Reno, NV. Additionally, negotiated contracts for Minneapolis MN 2021 and Providence RI for 2022.
- Developed and distributed (August 2019) the 2020 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 2019/2020 include: Eversound; Creative Forecasting; My Activity Resources; NCCAP.
- Worked with the Board for the 2020 NAP Week content, developed a promotional packet.
- Represented NAAP at the MNSWAP Conference in St. Cloud, MN.
- Represented NAAP as a digital speaker for the Greater Sabine Area Activity Directors and Social Workers Association.
- Provided a webinar “Finding Balance between Fame & Reality” on January 28, 2020 at 10:00AM PST.
- Provided a webinar “PDPM Documentation & Engagement” on July 9, 2019 at 10:00AM PST
- Made travel arrangements for the board for the 2019 Mid-Year meeting and the 2020 conference.
- Secured accommodations for the 2019 and 2020 NAAP Mid-Year meeting.
- Updated and installed the new NAAP office phones.
- Switched webinar platforms for 2020.
- 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 May 2019 – February 2020: **1,142** (increase of 475 since last annual report)

Total Memberships Processed Online May 2019 – February 2020: **574**

Current Membership (as of February 29, 2020) **716**

Total Broadcast (email) Subscribers: **2,107** (increase of 265 since last annual report)

Upcoming Conference Sites:

Minneapolis, MN April 20-23, 2021

Providence, RI April 5-8, 2022

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!

### ***Finance Director’s Report – 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.
- Received orders and mailed all books from the NAAP Store, including Exam Study Books and Policy and Procedure Manuals.
- Worked with an Accounting firm (Wipfli) to submit IRS documents.
- Assisted with updating Website and assisting with those who had problems accessing.
- Processed all payments for the 2020 NAAP Conference, including working with ExpoPass.

- Prepared the 2020 proposed budget with the NAAP Board's input. Approved the 2020 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.

2019 has seen the workload of my role increased with more members and more information that needs to be get into the hands of our members. This is great! And it signifies a growing organization. This is what we hope for! 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.