



## ***2020 Mid-Year Board Reports***

### ***President's Report – Amy Laughlin***

Thank you for the opportunity to serve as your President. While it has been a year that no one could ever have anticipated, the NAAP Board has been quick to shift direction and adapt what we do to better meet the needs of our members during these challenging times of COVID-19. I am grateful to each of the Board members for being willing to take risks and not be afraid of trying something new. I am deeply appreciative to all the NAAP members for your continued support and for your unwavering love and devotion to the residents you serve – you're amazing! Keep up the great work!

Since April 2020, I have completed the following tasks:

- Created the agenda and led the twice-monthly Board meetings
- Led a panel discussion from the NAAP Board related to COVID-19 and Activities.
- Been the guest speaker for two NAAP Facebook "live" events.
- Participated in monthly leadership meetings with NAAP and NCCAP
- Participated in strategic planning calls with Cameron Camp (Center for Applied Research in Dementia) and Dee Pekuhn (LeadingAge).
- Represented NAAP/participated in a panel session for the Pioneer Network virtual conference.
- Connected the International Development Director with Hilary Woodhead, Executive Director of National Activity Providers Association (NAPA) in the UK.
- Participated in a virtual International Leaders Meeting with leadership from activity/therapeutic recreation associations in the US, UK, Canada, Australia, Japan and New Zealand.
- Submitted material for both the Volunteer and Resident Council Resource Books.
- Provided a virtual session at the #ActivitiesStrong Fall Gathering entitled "Getting to Know You".
- Provided a virtual session for both the NJAPA and WRAP entitled "Speak Up: Empowering Activity Professionals as Equals on the Team"
- Assisted the Professional Development Director with creating the schedule for 2021 Conference.
- Answered emails and communicated with NAAP members and others regarding questions and concerns.
- Proofread and provided feedback on various documents as needed.

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

I want to first address my appreciation for the support of this NAAP Board for being supportive during the many medical concerns that have taken place in my family life, I couldn't ask for a nicer and more understanding group of ladies.

My duties as Vice President have changed over the years but I appreciate the confidence that the board has in me to complete the new duties. That being said I want to thank the members that stepped up and volunteered to be on the By Law Committee and Award Committee, unfortunately we did not do as much as normal due to the cancellation of the conference. I'm sure next year there will be much more work to be completed, please sign up again.

Thank you also to the Ethics Committee and thankfully we had no ethic issues to address.

During this time my main duties have been to record the minutes at the twice a month NAAP board meetings. In addition, I also recorded minutes for the joint meetings with NCCAP and the Membership meetings. I also assure that the By Laws include all the changes that are made and to complete edits as needed.

I was able to assist the Board in completing a wonderful NAP Week package that was full of so much information to go with the theme. My part in this package was recipes that would be fun to complete with your Residents. I also completed articles for Eblast as needed.

I hope you all are staying safe during all these challenging days. Remember to take care of yourself because the Residents need us more than ever!!

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

### Referenced Associations

NZSDRT= New Zealand Society of Diversional & Recreational Therapy

DRTA= Diversional & Recreational Therapy Australia

NAPA= National Activity Providers Association (United Kingdom)

DTAJ= Diversional Therapy Association of Japan

CTRA= Canadian Therapeutic Recreation Association

- Completed various board duties outlined in Job Description: such as bi-weekly conference calls, board emails, writing International articles for NAAP E-blasts, International Updates via Facebook Live, participating in NAAP Roundtables on Facebook Live, etc.
- Consistently had email correspondence with Activity Organizational contacts from New Zealand, United Kingdom, Australia, and Japan.
- Consistent correspondence and sharing of education, resources and NAAP organizational updates led to developing a Memorandum of Understanding with NAPA in the United Kingdom and continuing previous MOU's with NZSDRT in New Zealand and DRTA in Australia.
- Working on the next step of re-signing the MOU with Australia (there is a new Australia contact) and creating a MOU with DTAJ in Japan.
- Continuing with regular emails and video calls to each of these organizations to strengthen the relationships, develop research projects, and provide more opportunities for our members.
- Working to create a place on the NAAP website that will list the name of, as well as provide the mission and contact information for activity organizations that NAAP is collaborating with. Urging other activity organizations to do this for NAAP.
- Working with International Contacts to schedule an international attendee and speaker for the 2021 Conference in Minnesota.
- Working to create an International Study Tour for the NAAP 2022 Conference.
- Worked with NAPA, NZSDRT to offer each organization's webinars free to their respective members. Worked with NCCAP to pre-approve CE's for these webinars.
- Assisted with initiating and participated in the first meeting of the RT Global Leaders. The Presidents of the following organizations attended; NAAP (myself and Amy Laughlin), NZSDRT (New Zealand), DRTA (Australia), NAPA (United Kingdom), CTRA (Canada) and DTAJ (Japan). These meetings will be held on a monthly basis and will focus on sharing ideas, research, education and the possible creation of International Standards for RT's.
- Virtual meeting with NZSDRT and NAPA to discuss collaborations. This resulted in NZSDRT sharing the contact information of Nicole Bergman who is a Recreation, Health and Wellness Consultant in Canada.
- Attended a virtual Meeting with Hilary Woodhead of NAPA; Dr. Nicole Peel Lecturer & Undergraduate Academic Course Advisor, School of Health Sciences at Western Sydney University; and Nicole Bergman. Nicole Bergman led the conversation on discussing the challenges and opportunities we've been experiencing with COVID in our countries. Nicole also provided the free resource naturefactsinfilm.com

and will be doing two webinars for NAAP; 21 Ways to Connect Seniors with the Benefits of Nature and Phones, Tablets and Photography: Viewing the World Through the Lens of Nature

- Created and sent a short video congratulating NZSDRT on “National DRT Day” in New Zealand. Also shared on the NAAP Facebook page.
- Requested and read minutes from NZSDRT’s Annual Member meeting. Shared an update on Facebook and with the NAAP board.
- Created and Presented the NAAP Webinar “Elderly Recreation in New Zealand: Diversional Therapy”
- Attended NZSDRT’s webinars “Creative Art - Using Poetry and Performance Workshop 1 & 2, Summary written and shared on Facebook
- Attended the DRTA Virtual Conference on September 24 and September 25. The theme was “Embracing Diversity”. I wrote summaries of the conference sessions and shared this article in the October NAAP News e-blast.
- Read the weekly NAPA News emails and shared pertinent information with board and posted updates and resources to the NAAP Facebook page.
- Wrote an article for NAPA’s “The Activity Providers Magazine”
- Participated in NAPA’s National Day of Arts in Care Homes and posted pictures on NAAP Facebook page.
- Virtually attended the NAPA Benefit Concert and posted pictures on the NAAP Facebook page.
- Worked with the NAAP board to create and submit a video for the NAPA National Care Home Choir. The song used is ‘We are the Champions’ and it will be featured in the NAPA Choir Version of ‘We are the Champions’ which will be played during the NAPA Member Awards Ceremony.
- Attended NAPA Member Awards Ceremony
- Registered and started NAPA’s “Developing Emotional Resilience Course”. Informational updates will be shared with the NAAP membership via NAAP Eblasts and the Facebook page.
- Participated in NAPA’S National Day of Conversation and Connection:  
Tea Tuesday- Afternoon tea with Sally Knocker- Conversations on Conversations
- Collaborating with Lizzie Hoskin, head of Camerata in the Community who has won a UK government grant to create a new methodology named Music in Mind: Remote. This program will train care workers to deliver music workshops using mood-enhancing techniques and with support from resident professional musicians and a specially trained therapist team. More details to follow.
- Had a virtual meeting with Thomas Letourneur of Famileo. Famileo trials are happening in various facilities across the US. Thomas participated in a Facebook Live session and a webinar for NAAP members.
- Participated in a group meeting with UNC researchers, and later an individual interview with Christin Wolf who is a MA/MPH Graduate Student and Research Assistance at the University of North Carolina at Charlotte. The discussion focused on care, barriers, challenges, positives and COVID in Assisted Living facilities across the US.
- Presented a virtual session at the New Jersey Activity Professional Association virtual conference. “Activity Ideas and Programs: What’s Working Now”
- Presented a virtual session at the Wisconsin Representatives of Activity Professionals virtual conference. “Activity Idea Programs: Proven and Positive”
- Currently creating the session “Planning Person Centered Experiences” to present at the Linked Senior Winter Summit.

### ***Financial Director’s Report – Cindy Tewalt***

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.
- Publications reviewed and printed: 100 Exam Study guides; 25 Policy & Procedure books; 25 Resident Council Guidelines; 25 Volunteer Booklets; 10 Resource 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 Wipfli Accountant to prepare NAAP's 2019 990 IRS form.
- Maintained account for Activity Professional's Scholarship and the Michele Nolta Scholarship.
- Recorded and processed all deposits.
- Received and subsequently refunded all monies for the 2020 NAAP Conference which was cancelled due to COVID-19. This included all attendees, vendors and sponsors.
- Took registrations and payment for the NCCDP Virtual Training on June 5 (moved from conference to online platform)
- Created and updated forms specific to the online website: Exhibitor Registration form, Advertising package, Virtual Conference Platform Request form
- Reviewed, ordered from Allegra Printing publications: 100 Exam Study guides; 25 Policy & Procedure books; 25 Resident Council Guidelines; 25 Volunteer Booklets; 10 Resource guides.
- Processed and mailed out orders: 103 NAAP Exam Study Guides; 12 P&P Manuals; 2 Resource Action Books; 2 Resident Council Guidelines; and 5 Volunteer Booklets
- Participated in the NAAP Board conference calls/meetings
- Assisting with onsite planning for the 2021 NAAP Conference in Bloomington, MN
- Continue to purge old NAAP Files and to save electronically as needed.

I am honored to be part of the organization as NAAP moves forward for its members, especially during these unnavigated times.

### ***Association Director's Report – Alisa Tagg***

Hello All, I am very excited to work in this new position supporting the profession and the future of NAAP. Since April I have been very busy with my new responsibilities. With the craziness of COVID and facilities going into lock down it has been an interesting last 6 months. I have enjoyed getting to know the members on a whole new level. Here is a listing of what I have been working on since taking on this new role.

- Answered phone calls, emails, Facebook messages, and help line submissions.
- Conducted Facebook Live posts "NAAP NEWS NOW" weekly. Met with individuals to provide these interviews.
- Made over 250 phone calls to new and returning members.
- Contributing to NAAP's social media sites including the website.
- Participated in twice-monthly Board Meetings via GoToMeeting.
- Assisted with NCCDP providing the Alzheimer's Disease and Dementia Care Seminar virtually.
- Updated NAAP publications including the Exam Prep book and Policy and Procedure manual.
- Developed new booklets for purchase including Volunteer and Resident Council Packets.
- Created a new Infograph on what and who Activity Professionals are, "A Look at the Activity Profession". This is available on the website.
- Developed new partnership with Linked Senior "#ActivitiesStrong" movement including the June Summit and Fall Gathering. Free education for professionals.
  - a. Participated and Spoke at the June Activity Strong Summit.
  - b. Created a new scholarship in connection with Linked Senior.
  - c. Participated in the speaker selection for the Fall Gathering.
- Began organizing and digitizing NAAP's history dating back to 1981.
- Researched and developed a comprehensive state association list and made phone calls to the presidents and/or executive team members.
- Represented NAAP and presented webinars, presentations, Facebook Live broadcasts, and podcasts with other national and state organizations.
- Created new policies for NAAP.

- Attended and supported all the webinars NAAP provided during the summer months and beyond.
- Provided multiple webinars and panel discussions for NAAP.
- Wrote articles monthly on various topics for the website, newsletter, and weekly broadcasts.
- Wrote articles for Activity Connection.
- Assisted in creating the 2021 NAP week packet and worked with the office to develop the final packet. Participated in NAP week events online and locally.
- Met with new organizations and persons expressing interests through marketing and relationships. Created new relationships with the following organizations:
  - a. CMS
  - b. Linked Senior
  - c. Motion Picture Licensing Corporation
  - d. Senior Entertainment Network
  - e. The Purple Primer
  - f. Activity Connection
  - g. CoroHealth
  - h. StoriiCare
  - i. Sagely
  - j. Corwin Graphics
  - k. Famileo
  - l. Calypso Connections
  - m. Evergreen TV
- Assisted and supported all board members as needed.
- Provided open communication via monthly emails with current state contacts and NCCAP state representative.
- Participated monthly with the NAAP President, NCCAP President and NCCAP Past President to discuss strategic 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.
- Contributed regularly to NAAP free COVID resource page.
- Reviewed and revised board job descriptions.
- Participated and presented at various state and regional virtual conferences in the following: Pennsylvania, New Jersey, New York, Texas, Wisconsin, Washington, Iowa, Minnesota and Nevada

I am confident we will succeed and get back to what we do in a whole new way. The future of our profession is extraordinary and bright! If you ever have any questions, please feel free to contact me either by phone at 913-748-7288 or email at [alisa@naap.info](mailto:alisa@naap.info).

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

- 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
- Worked with state associations on NAAP hosted virtual conferences.
  - Represented NAAP at virtual events/conferences for: MA Alzheimer's Association; SNAPA; WRAP.
  - Developed and distributed the 2021 Exhibitor Packet.
  - Made travel arrangements for board members for mid-year travel.
  - Ongoing communication with the 2021 conference location regarding details including but not limited to: catering; audio visual needs; room block; session layout and set-up.
  - Create and schedule social media posts for holidays throughout the year.
  - Send all expired and soon to expire members individual reminder emails.
  - Create and negotiate conference contracts with board approval.
  - Hosting and leading the NAAP Cultural Competency Committee. The committee meets monthly and are working on various projects as well as making recommendations to the NAAP Board.
  - Formatted and created media for the 2021 NAP Week packet.
  - Worked with the Peppermill regarding cancellation of the 2020 conference and the venue move to 2023. Updated the room block for the 2023 addendum, signed and returned the contract with approval from the President and Finance office.

Total eLearning Certificates Processed from March 2020 – September 2020: **4,503** ↑ **3,361** since 2020 Annual Report

Total Membership as of October 1, 2020: **855** ↑ **139** since 2020 Annual Report

Members Processed from March 2020 – September 2020: **496**

Total Broadcast (email) Subscribers: **2457** ↑ **350** since 2020 Annual Report

**Upcoming Conference Locations: 2021 Minneapolis, MN; 2022 Providence, RI; 2023 Reno, NV**

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!