



2021 Annual Board Reports

President's Report – Amy Laughlin

To all the front-line Activity Professionals, I say a huge THANK YOU! I know this has been the most difficult year that most of you have ever experienced in your professional lives. You have endured workplace challenges that you would never have dreamed of, while bearing an emotional burden that few will ever understand. I recognize the sacrifices that many of you have made and am proud of you for never failing to put the needs of your residents above all else. As we move into a new phase of life in a COVID world, I encourage you to focus on what you have learned from the past year and how you've grown. How much stronger and more resilient you are, and how your creativity been engaged and pushed to new heights. There is much to look forward to and already much to celebrate as vaccinations are received and quarantine restrictions lessened. This will be a year of baby steps forward and small successes – enjoy every one of them!

Thank you for allowing to serve as NAAP President for the past year. Here is a summary of my tasks & responsibilities from April 2020-April 2021:

- Created the agenda and led the twice-monthly Board meetings, plus the Mid-Year in-person meetings.
- Led two panel discussions from the NAAP Board related to COVID-19 and Activities.
- Been the guest speaker for several NAAP Facebook “live” events.
- Participated in monthly leadership meetings with NAAP and NCCAP.
- Represented NAAP/participated in a panel session for the Pioneer Network virtual conference.
- Participated in a virtual International Leaders Meeting with leadership from activity/therapeutic recreation associations in the US, UK, Canada, Australia, Japan and New Zealand.
- Developed the NAAP Education Council: purpose/philosophy, invited members, led meetings, kept minutes, supported members in planning stages of a number of projects.
- Submitted material for both the Volunteer and Resident Council Resource Books.
- Written articles for the NAAP e-blast.
- Provided a virtual session at the #ActivitiesStrong Fall Gathering entitled “Getting To Know You”.
- Provided a virtual session for both the NJAPA, WRAP and SNAPA entitled “Speak Up: Empowering Activity Professionals as Equals on the Team”.
- Provided virtual sessions during NAAP Week on the “State of the Profession”.
- Answered emails and communicated with NAAP members and others regarding questions and concerns.
- Proof-read and provided feedback on various documents as needed.

Vice President's Report – Carolyn Hoff

The position of Vice President has changed much over this last year related to needs of the association and the dreaded Covid virus. Many of the duties were not carried out or needed. I often served as a support role to the other directors. I have fulfilled my position as Vice President by recording the minutes at the bi-monthly NAAP board meetings and distributed to the Board for approval. I also record the minutes for Membership meetings and NCCAP-NAAP Board meetings. I met with the Ethic Committee for informational purposes, as there were no ethic concerns received. I have attended the Consumer Voice calls monthly leading up to Resident Right month and their conference. I wrote articles for the NAAP e-blast as needed.

As many of you know, I work in skilled care and rehab areas, my work responsibilities at my facility have continued to be doubled and even tripled at times. I am sure many of you also have experienced the same thing. The strain of the year took its toll, and I was granted a month leave from the board. The NAAP board members are some of the most knowledgeable and kindhearted ladies that I know. They have supported me and strengthened me, and thanks to them, I have been able to return to the board and my post.

I hope each of you continue to remain strong and provide quality of life for those we serve. Remember we are here for you and each other for support when needed, please don't hesitate to reach out.

Professional Development Report – Catherine Sabatini

As of November 2020, my role as the Professional Development Director I have:

- Assist in rescheduling the Annual Conference with Board.
- Assist educational opportunities
- Assist in Education Council Meetings.
- Attended the NAAP Board zoom meetings.
- Submit reports to the Board as requested.
- Respond to all mailings and/or e-mails in a timely manner.
- Vote on all Board requested motions in a timely manner.
- Annually review, and if necessary, revise Position Description, Policies and Procedures, forms, and lists related to this position.
- Submit articles for the *NAAP e-blast* as established in the Annual Work Calendar and when requested.
- Review the NAAP website at least monthly and update the information for this position, as appropriate, to help maintain a current association profile.

International Development Report – Colleen Knudson

Referenced Associations

ATRA=American Therapeutic Recreation Association

CTRA= Canadian Therapeutic Recreation Association

DRTA= Diversional & Recreational Therapy Australia

DTAJ= Diversional Therapy Association of Japan

NAPA= National Activity Providers Association (United Kingdom)

NZSDRT= New Zealand Society of Diversional & Recreational Therapy

- Completed various board duties outlined in Job Description: such as bi-weekly conference calls, board emails, writing International articles for NAAP E-blasts, Facebook Live panels, etc.
- Continued email correspondence with International Activity Organizational contacts from New Zealand, United Kingdom, Australia, and Japan.

- Consistent correspondence and sharing of education, resources and webinars with NAPA in the United Kingdom and NZSDRT in New Zealand.
- Confirmed extension of Memorandum of Understanding with DRTA Australia.
- 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.
- Continued email correspondence with the International Global Leaders- NAAP, NZSDRT, DRTA, NAPA, CTRA, ATRA, and DTAJ.
- Read the weekly NAPA News emails and shared pertinent information with board and posted updates and resources to the NAAP Facebook page.
- 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.
- Presented the online session “Planning Person Centered Experiences” at the Linked Senior Winter Summit.
- Planning to present a virtual session that focuses on physical activities at NAPA’s Annual Conference during the month of June.
- Participated in the Pioneer Network’s “Benchmarking Experience in Senior Living Communities- Environment and Hospitality”

Ex-Officio Board Members

Operations Director’s Report – Vanessa Emm

Highlights Since Last Report (mid-year):

- 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 with the Peppermill Resort for the 2023 conference planning for Reno, NV.
- 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.
- Made travel arrangements for the board for the 2020 Mid-Year meeting.
- Secured accommodations for the 2021 NAAP Annual meeting.
- All other duties and tasks assigned by the NAAP board.
- Attend weekly Ex-Officio meetings.
- Developed media and hosted weekly Facebook live sessions with BeLive.
- Worked with and hosted state association conferences utilizing NAAP’s virtual platform.
- Virtually vended for NAAP with the National Consumer Voice annual conference.
- 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 October 2020 – February 2021: **1,165** (increase of 23 since last annual report)
- Total Memberships Processed Online October 2020 – February 2021: **309**
- Current Membership as of February 28, 2021 **826** (increase of 110 since last annual report)
- Total Broadcast (email) Subscribers: **2,360** (increase of 253 since last annual report)

Upcoming Conference Sites:
Minneapolis, MN April 5-8, 2022
Reno, NV May 2-5, 2023

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's Report – Cindy Tewalt

Highlights Since Last Annual Report:

- 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; Policy and Procedure Manuals; Activity Professional in Action; Resident Council Guidelines and Volunteer Guidelines.
- Worked with an Accounting firm (Wipfli) to submit IRS documents.
- Assisted with updating Website and assisting with those who had problems accessing.
- Refunded all payments for the 2020 NAAP Conference due to its cancellation.
- Prepared the 2021 proposed budget with the NAAP Board's input and approval.
- Attended the Mid-Year NAAP Board meeting in Reno.
- Worked with Expopass for workshops.
- 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.

2020 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. And more members than ever needed access to education which NAAP was able to provide.

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.

Association Director's Report – Alisa Tagg

Hello All, I cannot believe we have come to one year of living with COVID and all the restrictions that come with it. That means I am now officially one year as your Association Director. It has been an amazing year of getting to know the members on a more personal 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 550 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.
- Updated Exam Preparation book for 2021.
- Developed and Created the NEW NAAP Leadership Development course to be provided annually.
- Continued partnership with Linked Senior “#ActivitiesStrong” movement including the planning of the June 2021 Summit.
 - a. Participated and Spoke at the June Activity Strong Summit.
 - b. Developed a new scholarship in connection with Linked Senior.
 - c. Participated in the speaker selection for the Winter Gathering.
 - d. Created the #ActivitiesStrong Holiday Music programs. Met with all the entertainers individually to schedule their time slots.
 - e. Participated in the planning of the #shineyourlight celebration with TimeSlips,
- Continued organizing and digitizing NAAP’s history dating back to 1981.
- 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.
 - a. Assisted in finding new speakers.
- 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.
- Participated and partnered in the ICCDP Art Contest.
- Wrote articles for WizeCove, new NAAP Partner.
- 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. Hosted three Facebook Lives.
- Worked with a variety of partners in offering entertainment regularly via Zoom and Facebook live.
- Met with new organizations and persons expressing interests through marketing and relationships. Created new relationships with the following organizations:
 - a. WizeCove
 - b. Wowzitude
 - c. BCAT
 - d. MPLC
 - e. Alzheimer’s Association
- Developed and Contributed to the new NAAP Education Council
 - a. Met Monthly with this team to discuss upcoming educational opportunities.
- Participated in the new NAAP Cultural Competency Council.
- Participated in the planning for the new Senior Living Foresight EVOLVE summit to be held in April.
 - a. Will be moderating a panel discussion with NAAP and NCCAP board members.
- 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.
- Participated and presented at various state and regional virtual conferences including the following: Pennsylvania, California, Nevada, and Maine.

I am looking forward to continuing support this amazing organization and the Activity Profession in 2021 and beyond. The future of our profession is only going to get better! If you ever have any questions of me, please feel free to contact me either email at alisa@naap.info or phone at 913-748-7288 ext. 3.