

NAKPEHE Board of Directors Meeting
January 2, 2008
NAKPEHE Convention
Albuquerque, NM

Members Present: Judy Bischoff, Jimmy Ishee, Leah Fiorentino, Marilyn Buck, Dick Swanson, Jan Rintala, Mel Finkenberg, Bill Forbes, John Massengale, Bill Sparks, Gordon Schmidt, Shane Frehlich, Sam Hodge, Beverly Mitchell, Mike Metzler, Deborah Buswell, Camille O'Bryant, Ginny Overdorf, Anne Stewart, Carol Wood

AGENDA

0.0 Call to order

J. Rintala called to order 4:13 pm.

1.0 Approval of agenda

Agenda approved- M. Finkenberg moved, Sparks seconded, unanimous.

J. Bischoff announced that officers and any chair of a standing committee may vote. Non-voting members may voice.

2.0 Approval of minutes of March 15, 2007

M. Finkenberg moved, A. Stewart seconded. Minutes unanimously approved.

3.0 Announcements

3.1 Business meeting, approval of Vision and Mission statements

J. Rintala announced that the approval of the Vision and Mission statements will be voted on at the business meeting.

4.0 Officer Reports

4.1 President

J Rintala- Nothing new to add to the submitted report.

4.2 Past President

M. Finkenberg- Nothing new to add to the submitted report.

4.3 President-Elect

B. Forbes- Nothing new to add to the submitted report.

4.4 Vice President

J. Ishee- 122 pre-registered 140 programs have been printed. Most rooms in the program are incorrect. Redesign of rooms was due to cost cutting. Registration packets are ready for pick-up. J. Rintala expressed her thanks to J. Ishee for agreeing to step forward after C. Mauck's resignation.

4.5 Vice-President Elect

S. Hodge- Nothing new to add to the submitted report.

4.6 Secretary

C Wood- Nothing new to add to the submitted report.

4.7 Executive Secretary/Treasurer

G. Overdorf investigated into getting bonded. More information is needed about what type of bonding the organization needs. J. Rintala stated that the recommendation for bonding came from the Foundations Committee. J. Rintala suggested that the Executive Committee and the Foundation committee meet to clarify the type of bonding needed for the Executive Secretary/Treasurer. G. Overdorf has some questions about the Emeritus status membership.

5.0 Committee Chair Reports

5.1 Awards-

S. Frierman- Not present.

5.2 Bylaws

B. Mitchell- Nothing new to report.

5.3 Elections

S. Frehlich- Nothing new to report.

5.4 Foundations

B Sparks Amy Homans lecture is supported this year.

5.5 Future Directions

M Metzler - Nothing new to report.

5.6 Membership

C. O'Bryant has convention sign-ups sheets.

5.7 Public Affairs

A Stewart- Nothing new to report.

5.8 Publications, OPERA

J. Massengale- Should NAKPEHE charge for reproductions requests from Quest? The Human Kinetics policy was attached to the Publications Report. The HK policy has a no fee commission. Human Kinetics uses reproductions as public relations and advertising.

5.9 Social Justice/Cultural Diversity

No report. Anne Marie Frank will serve as the new chair for the Social Justice.

5.10 Technology

G. Schmidt- First online voting was problematic. G. Schmidt suggested that a membership number and password be assigned to members. G. Schmidt suggested that a secure system be purchased for voting.

6.0 Presidential Appointments Reports

6.1 Archivist

D. Swanson- Nothing new to report.

6.2 Necrologist

D. Buswell – An amended report was presented in November.

6.3 Oral History

M. Buck needs to schedule interview for oral history with NAKPEHE past presidents. Oral histories will begin January 3, 2008. Ball State has a digital repository and will post NAKPEHE oral history for no charge. M. Buck will schedule oral histories. J. Rintala requested that NAKPEHE members assist in the collection of the oral histories. J. Rintala will add action item 8.1.3 expense for oral history. Both audio and video will be available for oral history. The internet may be able to aid in the collection of the oral history.

6.4 Parliamentarian

J. Bischoff- Nothing new to report.

7.0 Old Business

7.1 Does association need insurance for the conference?

J. Rintala asked about follow-up on conference insurance. M. Finkenberg stated that conference insurance would cost between \$400-600. The insurance covers weather related incidences and catastrophes. Conference costs ranges from \$15,000 – 20,000. C. O'Bryant moved that NAKPEHE purchase conference insurance. A. Stewart seconded. C. O'bryant suggested that several quotes be obtained. Unanimous. M. Finkenberg suggested that the Executive Secretary/Treasurer find quotes and present insurance quotes at the AAHPERD meeting. J. Ishee moved, C. O'Bryant seconded that the Executive Secretary/Treasurer be charged with finding insurance quotes and present those at the AAHPERD meeting. Unanimous approval.

7.2 Compensation for using Quest articles – classroom use and in publications

J. Rintala reported that royalties from Quest were collected. Approximately \$8,000. was collected this year. Requests for classroom use of Quest articles is not charged. Should NAKPEHE register with copyright clearing house center to manage copyright requests? Prices for copyright fees can be preset for the organization. J. Rintala suggested that checks be forward to Executive Secretary/Treasurer and that requests should go through Publications Chair. C. O'Bryant suggested that NAKPEHE materials costs be kept low. J. Rintala will continue to research copyright clearance center and will report to the Board during the AAHPERD meeting. J. Massengale suggested that a flat fee be charged for anthologies. J. Massengale suggested a \$250.00 fee be charged for anthologies. B. Forbes suggested that research be performed to give us an idea about what to charge. B. Forbes and J. Rintala will investigate fees. C. O'Bryant moved that NAKPEHE ask a \$100 fee for reproducing article in anthology. J. Massengale seconded. Unanimous.

7.3 Refund policy on no-shows at conference

C. O'Bryant presented the NAKPEHE Conference Refund Policy. G. Overdorf, suggested that policy may not cover illnesses. M. Finkenberg suggested that policy should not be 100% due to ACTEVA fees. J. Ishee suggested that a 90% refund replace the 100% refund for handling purposes. M. Finkenburg suggested that a

50% refund occur from December 16 to the conference date. J. Rintala asked whether the refund policy will be published? C. O'Bryant that there is a place for the refund policy to be placed on-line. J. Ishee stated that the refund policy be publicized to the members. C' Obryant moved, J. Ishee seconded to recommend the refund policy. J. Rintala suggested the following changes: First bullet change-- 90% refund for anyone whose cancellation request arrives prior to December 15. Second bullet change-- 50% refund for anyone whose cancellation request arrives between December 16 and prior to the first day of the conference. C. O'Bryant suggested that the NOTE will be removed. Unanimous approval.

B. Mitchell where will this policy be recorded beyond the minutes. J. Bischoff, suggested that a policy section be added to the operating code.

7.4 Outstanding teacher award – still tabled

B. Mitchell clarified that the Outstanding Teacher Award was presented as a motion in January 05. The proposal for the award has not been moved forward to the membership. B. Mitchell stated general criteria were created but some problems were generated during the Board of Directors discussion. Award criteria may need to be re-established. J. Rintala asked whether the Awards committee restudy the proposal.

8.0 Discussion/Action Items from reports

8.1 President's report: invitation to affiliate with American Kinesiology Academy
J. Rintala provided background on the American Kinesiology Academy. D. Swanson suggested that an affiliation with the American Kinesiology Academy may help with NAKPEHE visibility. G. Overdorf stated that the American Kinesiology Academy main goal is to have a visible voice for the profession. Fifteen members will make up the Board of Directors. The American Kinesiology Academy will be represented members based on a range of Carnegie classifications of colleges and universities. J. Rintala suggested that an annual update be given as a progress report. NAKPEHE can un-affiliate as needed. S. Frehlich moved that NAKPEHE accept the American Kinesiology Academy invitation to affiliate. B. Forbes seconded. 12 in favor, 2 no. Motion carries.

J. Rintala recommends that a member is designated for a set period of time. M. Buck recommends that J Rintala stay as an affiliate. S. Frehlich appoint an individual with a strong institutional history. A. Stewart supports a board recommendation. A Stewart moves that the board appoint the former president to represent NAKPEHE as the affiliate rep. C' O'Bryant seconded. J Rintala suggests a term limit with appointment. A. Stewart rescinded her original motion. A. Stewart moved that the board of directors appoint a representative to AKA for a term of 3 years. C' O'Bryant seconded. Unanimous.

A. Stewart nominated J. Rintala, C. O'Bryant seconded. S. Frehlich nominated J Massengale, J. Ishee seconded. J. Rintala was voted the affiliate representative.

8.2 President's report: move copyright clearance matters to Publications chair

8.3 Past president's report: change to Operating Code for Vice President
J. Rintala in M. Finkenberg's past president's report state future changes to the OC for the vice president. M. Finkenberg moved the following change to the OC for the Vice-President Elect: E. Decide as Vice-President-Elect on the Conference Theme

and proposed budget for the conference of the coming year when serving as Vice-President and submit to the Board of Directors for approval at the spring meeting. B Forbes seconded. Unanimous

Motion rescinded. Moved to reconsider the modification of the VP elect code. by M, Finkenberg. Seconded C O'Bryant

M. Finkenberg move to add to the Vice-President Operating Code: Submit to the Board of Directors for their approval at the spring board of directors meeting a proposed budget for the conference of the following year.

M Metzler- second Unanimous

8.4 Vice President's Report: consideration of refund policy, hotel billing, and conference registration policy

J. Ishee suggested that the documentation needed for conference contracts may require additional documentation to insure payment for conference expenses. J. Ishee suggested that a credit card may be needed for the organization. G. Overdorf stated that a credit card is available for the organization.

8.5 Executive Secretary/Treasurer: Financial advisor for Oppenheimer Accounts
G. Overdorf discussed that we might select a financial advisor for the Oppenheimer Accounts. J. Rintala suggested that the foundations committee investigate the use of the Oppenheimer Accounts.

8.6 Executive Secretary/Treasurer: Membership year

G. Overdorf suggested that the fiscal year be the calendar year from January 1 to December 31. M. Buck stated that the fiscal year ended November 30 so that the books could be resolved and approved at the January BOD meeting. M. Buck suggested that the membership committee that they investigate membership issues. G. Schmidt suggested that new membership is tied to the conference registration dates.

8.7 ByLaws Committee: 4 general motions

B. Mitchell presented changes to the operating codes:

Motion 1:

Modify relevant codes to say that members on committees can be re-appointed after serving a previous term.

Unanimous

G. Schmidt suggested that the outgoing chair to provide support and stay on the committee but not in the role of chair. G. Overdorf suggested that the outgoing chair meets with the incoming chair.

Motion 2:

Modify relevant codes to say that the operating codes may be amended by a majority vote of the committee subject to the approval of the Board of Directors.

Unanimous

Motion 3:

Remove from the President's operating code in section III. L. #4 which reads "File the Association's annual federal income tax return with Executive Secretary."

Unanimous

Motion 4:

All elected officers and chairs of committees take responsibility before each Board meeting to determine the impact of their respective motions on the responsibilities or conduct of business of any other office or committee. All motions that are relevant to changes in Bylaws or operating codes should identify explicitly where those changes are relevant/appropriate.

B. Mitchell suggest motion 4 should be policy.

Unanimous

8.8 Bylaws Committee: 3 motions related to operating codes

B. Operating Codes

Motion 5:

The sealed envelope containing the President's vote be left with the chair of the Elections and Nominations Committee and shredded if a tie does not occur.

Suggested wording is as follows:

IV. F. The vote of the sitting President will be by mail ballot and will be retained, unopened, in an envelope and left with the chairperson of the Elections and Nominations committee. In the event that there is a tie vote, then the tie is broken by the President's vote. This remains confidential (that is, that a tie breaker was needed). If the vote is not needed, the envelope remains closed and is shredded. (Elections and Nominations Committee)

Unanimous

Motion 6:

Revise the **VP op code** *from* Be responsible for the planning and management of the annual conference, based on the theme determined by the Future Directions Committee/President *to read* "Be responsible for the planning and management of the annual conference, based on the theme approved by the Board" (II. B.) and the **VP Elect op code** *from* Decide as Vice President Elect on the theme for the conference of the coming year when serving as Vice President *to read* "Recommend to the Board in consultation with the Future Directions Committee the theme for the conference of the coming year when serving as Vice President" (II. E.).

Unanimous

Motion 7:

Revise the **VP op code** *from* Obtaining, designing, and disseminating registration materials to registration fees, food, and social functions *to read* "Planning for food and social functions, and obtaining, designing, and disseminating registration materials (II. B. 1. C).

Unanimous

B. Mitchell stated that the Committee agrees with the Board's recommendation that one individual be responsible for purchasing all awards. Most members agreed that the Award's chair be the responsible party; but should this individual also be responsible for purchasing plaques or certificates that are associated with events beyond the Awards Committee's responsibilities. G. Overdorf stated that the Executive Secretary/Treasurer is responsible for purchasing awards.

8.9 Bylaws Committee: Bylaws actions

Three motions passed by the NAKPEHE Board of Directors in January, 2007, have relevance to two sections of the bylaws. These were inadvertently overlooked by the current chair (Beverly Mitchell) of the Bylaws Committee. The Committee requests that the membership be notified of these proposed changes through the appropriate publication(s) and voted on at the January 2009 NAKPEHE Business Meeting.

1A. (Current Wording) Section 2. Election and Term of Office.... The Elections and Nominations Committee Chairperson shall count the votes, certify the election results to the Board of Directors, and report the election results to the members.

1B. (Proposed Wording) Section 2. Election and Term of Office ...The Elections and Nominations Committee Chairperson shall count the votes and certify the election results to the Board of Directors and to the Committee. Electronic correspondence by the NAKPEHE President regarding the election results shall be sent to the membership prior to the conference.

B. Mitchell this will not require a membership vote.

2A. (Current Wording) Section 5. President. The President shall be the principal executive officer of the corporation and shall in general supervise all of the business and affairs of the corporation. The President shall preside at all meetings of the members and the Board of Directors. The President may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in case where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the corporation; and in general the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President shall appoint a parliamentarian with the approval of the Board of Directors. Also the President shall be ex-officio of all standing committees. When a new President assumes office, the retiring President shall become the immediate Past President and as such shall serve as a voting member of the Board of Directors for a period of one year. During that year the immediate Past President shall also perform the duties of the President in the absence of the President or in the event of the President's inability or refusal to act.

2B. (Proposed wording and re-arrangement of text for purposes of clarity)

Section 5. President. The President shall be the principal executive officer of the corporation and shall in general supervise all of the business and affairs of the corporation. The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

The President may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in case where the signing and execution thereof shall be expressly

delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the corporation; and **the President shall be the second signatory on the NAKPEHE accounts.**

Unanimous

The President shall preside at all meetings of the members and the Board of Directors. The President shall appoint a parliamentarian with the approval of the Board of Directors. Also the President shall be ex-officio of all standing committees.

The President shall notify the membership regarding the results of the annual election by electronic correspondence sent prior to the conference. When a new President assumes office, the retiring President shall become the immediate Past President and as such shall serve as a voting member of the Board of Directors for a period of one year. During that year the immediate Past President shall also perform the duties of the President in the absence of the President or in the event of the President's inability or refusal to act.

B. Mitchell stated no vote needed.

8.10 Membership Committee: membership brochure

C. O'Bryant asked how to get the electronic version of the logo. C. O'Bryant would like to prepare a membership brochure for AAHPERD. B. Forbes and C. Wood volunteered to work the booth. \$470.00 left over from the budget for added features to the membership booth.

8.11 Membership Committee: should committee work with affiliate groups?

8.12 Membership Committee: conference planner incorporate new member welcome at each conference

8.13 Expenses for Oral History Project

M. Buck stated that the minimal expenses for tape and batteries be included for the Oral History. M. Buck will submit requests to the Foundations committee.

9.0 Discussion of FDC report and recommendations

J. Rintala introduced M. Metzler to discuss the FDC report. M. Metzler reported that the FDC has met over 2 or 3 summers to identify goals and objectives and action items. Some items need to be tasked to committees and some to the board.

FDC Goals

Attracting more members from the ranks of tenured faculty

Establishment of an identity

Continuity of Personal Connections

Increasing conference attendance

Improving operating efficiency

Recruiting more members

Collect names of recently tenured faculty members from appropriate departments and send personal letters of congratulation

J. Rintala has asked M. Metzler to investigate lists of department chairs for membership recruitment. M. Finkenberg will work on identifying potential new members. An electronic distribution of the chronicle could be emailed. Prices would have to be determined at a later date.

Presentation slot for those that are recently tenured to share strategies about continuing the process of professional development

C. O'Bryant the membership committee could spearhead this initiative. Can we make another dedicated time slot for presentations? J. Ishee stated that members who are new submit earlier than veteran members.

NAKPEHE could sponsor summer workshops for new chairs and to provide a service that might be needed at the national level. On-line instruction or other pertinent topics could be presented. These would be hosted by individual institutions. Some topics could be hosted as pre-conference topics if regional summer conferences. G. Schmidt suggested that regional AAHPERD conference sites be attempted. M. Buck stated that the NAKPEHE identification might be lost at a regional AAHPERD conference.

L. Fiorentino stated that several FDC suggestions are based on the notion of an existing database for faculty. L Fiorentino: suggested that NAKPEHE may want to investigate joint memberships with an affiliated group like AAHPERD.

J. Rintala suggested that current publications be reviewed. The Chronicle could be published as a refereed publication. J. Massengale reported that a section of research notes and extended abstracts could be included as a publication. L. Fiorentino stated that a reorganization of the Chronicle could match NAKPEHE mission and vision statements. J. Rintala will task the review of current publications to the Publications Committee. Publications will also investigate the use of monographs.

Research Digest- B. Pangrazi has offered that a research digest be published. M. Metzler will contact B. Pangrazi for a proposal to be sent to the Foundations Committee.

J. Rintala will task the publications committee will investigate an on-line format for proposal submissions.

College connections- M. Buck reported that the structure for the College Connection is being completed. A template is being designed for categorization of content topics.

J. Rintala lists of doctoral students to be invited to the conference will be based on department database. J. Massengale could be gathered from doctoral abstracts database.

Website and publications would be updated with the new vision and mission statements.

Website suggestions will be forwarded to the Technology Committee.

Expert list could be created for the members as a part of the website to find areas of expertise in a sub discipline. The Technology Committee could create a template for website entry

C. O'Bryant suggested that a model from NAS could be used. L. Fiorentino

suggested that this item could also be a charge for the Public Relations Committee.

M. Metzler suggested that post-conference thank-you letter be continued to conference attendees.

Doctoral students need to be identified for potential members.

Increasing conference attendance could be charged to the members to solicit new members and to welcome new members to the conference and to make a personal connection with new members who are here. May want to have personal invitations for professors and doctoral students to attend and present at the conference.

Final suggestion is a fall teleconference for the board to reconnect. C. O'Bryant suggested that a detailed agenda be used to minimize the meeting time. B. Forbes has been charged with determining the logistics for a fall meeting.

J. Massengale suggested that focus groups be organized at lunch sessions. Reactors could be assigned to student presentations. A better effort could be made to socialize new members.

10.0 New Business

J. Rintala stated that the 2011 Conference would not have to be selected until the spring meeting.

B. Forbes presented the appointments for 2008-09 committee responsibilities. B. Forbes moved that the appointments and chairs and committees be approved. Second M. Finkenberg.

Unanimous

B. Mitchell has suggested that terms be staggered and balanced. J Rintala suggested that the chairs be approved and suggested that committee membership be adjusted and approved at the next meeting. B. Forbes will make adjustments to the membership. Adjustments to the FDC and the Awards committee will be adjusted for balance.

J. Rintala stated that Bryan Sather has requested a fee of \$1000 to continue as the webmaster. G. Schmidt was unaware of this request. M. Finkenberg suggested that we do not take action on payment for the webmaster. J. Rintala suggested that if the board did not take action on this request that the BOD may be looking for a new webmaster. J. Rintala: no action will be taken at this time.

G. Schmidt suggested that a membership card with a name and number to be considered by the membership committee.

M. Finkenberg suggested that ACTEVA may be able to generate a membership number and card.

11.0 Adjournment

Adjourned 9:48.

Addendum- Action Items

J. Rintala suggested that the Executive Committee and the Foundation committee meet to clarify the type of bonding needed for the Executive Secretary/Treasurer

Executive Secretary/Treasurer should present conference insurance quotes at the AAHPERD spring BOD meeting.

J. Rintala will continue to research the possibility of employing the use of a copyright clearance center. J. Rintala will report more details at the AAHPERD spring BOD meeting.

J. Rintala suggested that the Foundations committee investigate the use of the Oppenheimer Accounts.

FDC Recommendations/Action Items

M. Metzler to investigate lists of faculty/department chairs for membership recruitment.

M. Finkenberg will work on identifying how electronic distribution of the chronicle could be emailed

C. O'Bryant and the membership committee could spearhead this initiative for a presentation slot for those that are recently tenured.

J. Rintala will task the review of current publications to the Publications Committee. Publications will also investigate the use of monographs and other on-line publications.

M. Metzler will contact B. Pangrazi for a proposal regarding a Research Digest to be sent to the Foundations Committee for review.

The Technology Committee and Public Relations Committee to create a template for the creation of expert list in order to find areas of member expertise in a sub discipline.

B. Forbes will explore the possibility of a fall teleconference for the board to reconnect.

M. Finkenberg will investigate whether ACTEVA is be able to generate a membership number and card.

Submitted by C. Wood