

**NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM**

**Progress Report  
(April 10, 2008)  
Fort Worth, Texas**

**Report #:** 4.7

**Name of Office/Committee:** Executive Secretary/Treasurer

**Person Submitting Report:** Ginny Overdorf

Progress Report/Tasks Completed:

Sent out a mass email to all inactive members  
Sent email requests to all non-renewed members who attended the conference as members  
Brought on Mr. Neil Fried as our financial advisor with Oppenheimer funds  
Condensed the Lecture and Memorial Funds into one, the Lecture Fund  
Placed money from donations into each of the funds  
Contacted the insurance agent for TAHPERD and summarized our discussion  
Paid hotel bill for the Albuquerque conference  
Entered all new/renewal members, both from mail-in and online with Acteva  
Paid for AAHPERD booth  
Continued to provide updated membership information for publications to Human Kinetics  
Worked with the current operating budget to pay bills, make deposits, etc  
Prepared a proposed operating budget for 2009  
Took tax information for NAKPEHE to a CPA  
Provided information as requested by officers and committee chairs  
Had Forbes and Finkenberg (our memorandum of agreement is in TX) added as signatories on both checking and savings accounts  
Communicated with Acteva  
Paid Sandra Cottle for OPERA service

MEMBERSHIP SUMMARY

As of 4/1/08: 228 members have paid dues for 2008, either through mail or Acteva

FINANCIAL SUMMARY

Bank of America:

As of 4/1/08: \$33,724.97 in Bank of America Checking Account

\$15,666.52 in Bank of America Savings Account

**Total: \$49,391.49**

