

NAKPEHE Board of Directors Meeting  
January 6, 2007  
Marriott Sand Key  
Clearwater Beach, FL

AGENDA

Members Present: Judy Bischoff, (Parliamentarian), Marilyn Buck (Foundations), Debbie Buswell, (Necrology) Mel Finkenberg(Past President), Bill Forbes (President-Elect), Shane Frehlich (Elections and Nominations), Steve Frierman (Awards) Sam Hodge (Vice-President), Jimmy Ishee, Past Vice President), Mike Metzler (Future Directions), Beverly Mitchell (By-Laws), Camille O'Bryant (Membership), Ginny Overdorf (Executive Secretary), Gordon Schmidt (Technology), Jan Rintala (President), Anne Stewart, (Public Affairs), Carol Wood, Secretary

1.0 Call to order

The meeting was called to order at 2:05 pm.

2.0 Approval of agenda

Move to approve- M. Finkenberg Second-C. O'Bryant

J. Rintala asked for adjustments agenda—unanimous to add Other and adjournment as item 10 on agenda

Introductions: Marilyn Buck, Mike Metzler, Mel Finkenberg, Debbie Buswell, Bill Forbes, Gordon Schmidt, Judy Bischoff, Parliamentarian, Jan Rintala, President, Sam Hodge VP, Jimmy Ishee, Past- VP, Camille O'Bryant, Hall, Shane Frehlich, Steve Frierman, Beverly Mitchell, Anne Stewart, PA, Carol Wood, Secretary

3.0 Minutes of January 3, 2007 board meeting - to be approved during spring board meeting in Baltimore at AAHPERD

4.0 Announcements

4.1 The spring board meeting is Thursday, March 15, from 11 am -2 pm at AAHPERD, Room 343 Convention Center

5.0 Officer Reports

5.1 President - J. Rintala

5.2 Bylaws and operating codes: All bylaws are now online. Board members should familiarize yourself and your committee with the bylaws. New bylaws once approved should be sent to Bryan Sather, web master.

5.3 Number of members on committees: J. Rintala raised an issue regarding the number of representatives on committees. J. Rintala suggested that membership be based on a minimum number of members rather than a maximum number. A recommendation was made to the board to consider possible changes in committee structure. Suggestions to

be considered are term limits for chairs but not members and the assignment of new members to committees.

- 5.4 Summary of ideas from previous meetings/committees: J. Rintala will review Future Directions Committee and board meeting minutes. Following this review potential old items of business or discussion will be submitted to the board for consideration for review.
  - 5.5 Past president - M. Finkenberg: No new information was reported. M. Finkenberg will continue to update the board listserve.
  - 5.6 President-elect - Bill Forbes: B. Forbes is looking forward to the challenges ahead as president elect of NAKPEHE.
  - 5.7 Vice President - Jimmy Ishee for Carolyn Mauck
    - 5.7.1 Update on this conference: 2007 Conference Final update: 134 attendees, two no shows. Preliminary numbers indicated that \$29,340.00 was collected for registration. \$4,910.00 was collected for membership renewal. The hotel expenses were \$12,136.00. The board agreed that conference location is important. M. Finkenberg suggested that old conference expenses be reviewed. J. Ishee suggested that a policy for refunds and no shows be established by the board.
- Action Item: C. O'Bryant and J. Ishee were charged by the board to propose a refund policy for participants who cannot attend the conference. For conference presenters who do not attend M. Metzler suggested that an addition of the word *CANCELLED* on the on-line conference materials. B. Mitchell asked if there is a statement of obligation on the conference proposal form to follow through and attend if a proposal is accepted for presentation.
- 5.8 Albuquerque, January 2-6, Hotel Albuquerque at Old Town, formerly Sheraton Old Town: Any suggestions for conference planning should be shared with Carolyn Mauck. It was requested the J. Rintala appoint an ad hoc committee to plan a luncheon for new NAKPEHE members. C. O'Bryant indicated that she would be interested in formalizing the new luncheon and working with Carolyn about the details. The New Member lunch will be sponsored by NAKPEHE past presidents.
  - 5.9 Vice President-elect - Sam Hodge: Stated that he was honored to be a part of the team and looking forward to future challenges.
  - 5.10 Secretary - Carol Wood: Introduced to the board.
  - 5.11 Executive Secretary/Treasurer - Ginny Overdorf: G. Overdorf asked the board for patience during her transition into the role as Executive Secretary/Treasurer. G. Overdorf reported as of today there were 197 paid members.

## 6.0 Committee Chair Reports

- 6.1 Awards - Steve Frierman: The Awards committee members have not met with the chair. S. Frierman will contact J. Rintala with an up to date committee list.
- 6.2 By-Laws - Beverly Mitchell: The By-Laws committee is ready to modify bylaws as needed. B. Mitchell would like to be copied on motions that will presented at the next meeting that impact by-laws.
- 6.3 Elections - Shane Frehlich: A quorum was not present at this year's meeting. The committee will discuss action items through email and will forward a recommendation to the board at the annual Board meeting in April.
- 6.4 Foundations - Marilyn Buck for Bill Sparks: M. Buck stated that no formal process for evaluating the secretary/treasurer position existed. M. Buck suggested that a formalized process be developed. M. Buck raised a concern regarding the strategies used to increase donations and lecture sponsorships. The Foundations Committee intends to investigate levels of sponsorship as well as sponsors being placed on the web as strategies to increase donations. The Foundations Committee will contact Jackie Lund about use of memorial funds for sponsorship. M. Buck has been charged to work with Polar regarding Higher Education grants and an approval process fro Higher Education. M. Finkenberg stated his intent top sponsor the Hally Poindexter Young Scholars award for the January 2008 conference. Other fundraising options will be important to assist FDC in building funds that are not just operational. These additional funds are important in creating the resources that are needed to have the impact on concerns outside the organization. J. Rintala stated her appreciation for the continued hard work of the Foundation Committee.
- 6.5 Future Directions - Mike Metzler
  - 6.5.1 Report from Town Hall: Concerns from the board and membership regarding the NAKPEHE Vision and Mission statement should be forwarded to M. Metzler so that they can be distributed to FDC members. M. Metzler also suggested that a pre-agenda for action items be submitted prior to AAHPERD meeting to determine a priority list for the board.
  - 6.5.2 Vision statement: J. Rintala suggested that changes to the vision and mission statements should be modified based on member and board feedback. These changes should be presented at the spring board meeting. G. Overdorf added that core values should also be developed to help clarify NAKPEHE's vision and mission. Mike indicated that he would work with Joy DeSensei for core value ideas. A suggestion was also made that a NAKEPHE logo be presented to the board for approval at the spring meeting. The FDC will be meeting in April in Sarasota for conference planning.
- 6.6 Membership - Camille O'Bryant: C. O'Bryant intends to review the full report on membership. Future committee initiatives will be generated. C. O'Bryant intends to personally contact each member in order to enhance the committee membership retention.
- 6.7 Public Affairs - A. Stewart: A. Stewart posed three questions to the board:

1) what is the Membership Committee's role in working with Public Affairs, 2) what technology considerations are required to submit pictures to website, and 3) are there plans for a blog for issue discussion. Public Affairs is charged with providing press releases to newspapers and magazines. The Public Affairs committee will reinstitute a template for state journals and college publications. The FDC will submit the NAKPEHE position statements to the Public Affairs committee for distribution.

6.8 Publications - Camille O'Bryant for John Massengale: Thirty-three articles were published this year. A 27% acceptance rate was noted for papers. Submissions this year included: 41 national and 11 international submissions. One issue of Quest was devoted to academy papers.

6.9 Social Justice/Cultural Diversity - Sam Hodge for Anthony Laker: The Fall 2005 survey of the NAKPEHE membership indicated that the membership values diversity and social justice. The Social Justice committee will survey NAKPEHE members this year to determine the needs of the membership in order to develop a diversity plan.

6.9 Technology - Gordon Schmidt: Recognition was given to M. Finkenberg for his work on the NAKPEHE website. G. Schmidt suggested that the president oversee items before they are submitted by the webmaster. The technology committee was charged on how to best utilize a listserv. Discussion ensued, G. Schmidt will bring recommendations to the committee for the April meeting. Discussion also centered around the online access of members to journals. Should the Chronicle be on-line? Mass distribution to the membership currently exists. A member's only section should be considered to give member's access to the Chronicle. Another option would be to only place the table of contents or the Chronicle abstract online with the full publication being available to members. Back issues to the Chronicle could be posted for the public with recent publications available only to the membership. The Technology committee was also charged with investigating the feasibility of electronic voting. G. Schmidt will work with the chair of the elections committee to establish an e-voting option. The Technology committee will also consider who should be linked to the NAKPEHE website. Discussion centered on how to convert the paper files housed in archives to electronic documents. These could be placed on the web. G. Schmidt recommended that the current archives be scanned. Funds should be solicited to pay a graduate student to complete the project.

Action Item: J. Rintala asked for a budgetary request from G. Schmidt and G. Overdorf for the cost to convert the archived files.

## 7.0 Presidential Appointments

7.1 Archivist - Richard Swanson: No Report

7.2 Necrologist - Deborah Buswell: No report. The necrology report will be placed on the web.

7.3 Oral History - Marilyn Buck: Interview questions for oral histories will be available in March. The long term goal is to create a DVD of oral histories. J. Rintala suggested that individuals may be willing to donate to a targeted oral history project. J. Rintala

suggested that the membership could be contacted to solicit donations to complete the project.

7.4 Parliamentarian - Judy Bischoff: No report.

## 8.0 Old Business

The bonding of the Executive Secretary exists in bylaws Article IV, section 1. A question was raised whether the organization should carry insurance regarding membership finances. J. Bischoff suggested that checks to the organization be stamped to prevent unauthorized cashing. J. Bischoff asked if a check stamp existed for the organization.

8.1 Motion passed regarding bonding executive secretary/treasurer is unnecessary; it already exists in bylaws Article IV, section 1.

8.2 Action item from OPERA chair report form:

8.2.1 Increase registration fee to \$175; resulting in the on-line fee and invoice fee to be equal. Discussion: the current rate is \$150.00. Discussion ensued regarding the value of OPERA. The motion to increase the registration fee from \$150.00 to \$175.00, position announcements from \$10.00 to \$15.00; General Announcements from \$5.00 to \$7.50; invoices from \$.50 to \$1.00 and Follow-ups from \$1.00 to \$2.00; and lastly Renewal Notices from \$1.00 to \$2.00 (currently registered) and from \$2.00 to \$4.00 (previously registered).

8.2.2 OPERA fee structure to go into effect as soon as web site is updated on July 1, 2007.

Amended Motion: S. Ayer

New Fees for OPERA will be posted on the NAKPEHE website with a statement that fee changes will go into effect on July 1, 2007.

Unanimous approval

8.3 Centralizing purchase of awards/plaques: The Executive Secretary will take on the responsibility for purchasing awards/plaques for the organization.

8.4 Where does the sponsorship decision from January 3 board meeting become codified?: J. Rintala will task the Foundations committee to decide where the guidelines for sponsoring an individual's Conference Registration following the donation of an honorarium.

8.5 Other old business

Suggestions were posed that would allow current members to interact with new members attending the conference. Suggestions included a message board, welcoming committee, and blocked new member presentations.

## 9.0 New business

9.1 Charges to the committees: J. Rintala requested approval for the changes to committee assignments. All committee chairs and members should review operating codes for clarity. M. Finkenberg requested to the change Webmaster committee standing to ex officio.

M. Finkenberg moved that the committee reports be approved. C. O'Bryant seconded. Motion carried unanimously.

9.1.1 Committee chairs please copy J. Rintala on emails to your committee members.

9.1.2 Board email correspondence so other committee chairs are aware of progress of committee work.

9.2 Proposed 2007 budget - G. Overdorf: 2007 budget will be approved at the AAHPERD meeting. G. Overdorf will meet with J. Lund to update the budget. Budget updates will be shared with the Foundations and the Executive Committee as soon as possible.

9.3 Approve updated committee list: Changes to committee list are bolded. Additional changes to committee structure may be considered. J. Rintala will be notifying expired members to renew their membership. Members will be removed if membership expires.

9.4 AAHPERD Booth: C. O'Bryant will volunteer to work with Vice President to staff the NAKPEHE booth at the AAHPERD conference.

The following motion was presented By C. O'Bryant, Second S. Frehlich

NAKPEHE display a booth at the 2007 AAHPERD convention with coordinated by chair of membership and VP with a budget allocation not to exceed \$2500.

Motion carried. 1 no

9.5 Conference insurance: M. Finkenberg will investigate the rates for conference insurance and make a recommendation to the board whether Conference Insurance would be beneficial.

Other New Business: None

Motion to adjourn: The motion to adjourn was presented by M. Buck and seconded by B. Forbes.