

**NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM**  
**Progress Report**  
**(December 28, 2007)**

Report #: 6.7

Name of Office/Committee: Executive Secretary/Treasurer

Person Submitting Report: Ginny Overdorf

Progress Report/Tasks Completed:

Revised the Budget  
Closed GA personal checking account and opened a business account in NJ  
In process of adding signatories on both checking and savings accounts  
Sent out membership renewals  
Entered all new/renewal members, both from mail-in and online with Acteva  
Paid for AAHPERD booth  
Sent list of donors to president  
Worked with Awards Chair  
Ordered all awards  
Provided updated membership information for publications to Human Kinetics  
Provided information as requested by officers and committee chairs  
Looked into getting bonded  
Read through past minutes and provided a list of projects that were started or mentioned over the last few years, but never finished

MEMBERSHIP SUMMARY

As of 12/28/07: 165 members have paid dues for 2007-08, either through mail or Acteva

	<u>2007-08</u>
Faculty	119
Academy members	14
Emeritus 1 (pay no dues)	8
Emeritus 2 (taking Chronicle only)	7
Emeritus 3 (taking Quest and Chronicle)	7
Graduate students	10
International faculty	1

## FINANCIAL SUMMARY

### Bank of America:

As of 12/20/07: \$29,886.89 in Bank of America Checking Account

\$15,438.56 in Bank of America Savings Account

**Total: \$45,325.45**

### Oppenheimer Funds:

As of 12/18/07: \$36,276.44 in General Oppenheimer account

\$19,641.07 in Oppenheimer Memorial Fund

\$20,497.91 in Oppenheimer Lecture Fund

\$5,901.43 in Oppenheimer Diversity Fund

Total Amount in all Oppenheimer Funds as of 12/18/07 = \$82,316.85

As of 12/18/07 - Donations to Funds this Year (2007-08)

Diversity - \$285

Lecture - \$381.38

Memorial - \$200.40

As of 12/18/07: Since October 1, 2007, Money from OPERA - \$4147.04

### Suggestions for Future Plans Related to this Office/Committee

There was a financial advisor listed on the Oppenheimer General Account, but that person is apparently gone from World Capital Brokerage, Inc. I had them removed as our financial advisor. We might want to consider adding another advisor. This account has been in place since 1982, with no changes. The Memorial and Lecture Oppenheimer Funds were opened in February, 1995, with no apparent changes; and the Diversity Oppenheimer Fund was opened in January, 2005. If we want to withdraw funds from any of these funds, we would probably need a financial advisor to set up the account so that the principal stays untouched, while interest can be used.

### Action Required by Board:

The Financial and Membership Year for NAKPEHE is October 1<sup>st</sup> through September 30<sup>th</sup>. The Board should discuss if this works best for us both in terms of Membership and in terms of our Budget. My suggestion would be to return to a fiscal year of January 1<sup>st</sup> through December 31<sup>st</sup>.

### Budget Implications: