

**NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM**  
**Progress Report**  
**(December 14, 2007)**

**Report #:** 4.04

**Name of Office/Committee:**          Vice President    

**Person Submitting Report:**          Jimmy Ishee    

Progress Report/Tasks Completed:

- Created the conference program and sent it to print
- Planned for rooms, VIP packages with the hotel
- Planned dinners/luncheons, breakfasts, and breaks items with the hotel
- Planned for audiovisual equipment during the conference
- Contacted the Visitor's Bureau in Albuquerque for dissemination of information such as maps and coupons to the attendees as part of the packet
- Ordered pins for new attendees and introduced a Welcome Reception for new members
- Created conference budget
- Reviewed conference abstracts and created the presentation schedule

Suggestions for Future Plans Related to this Office/Committee

Discussion of:

    Refund policy

    Hotel billing

    Conference registration policy

Action Required by Board:

none

Budget Implications:

none