

**NAPEHE OFFICER/COMMITTEE CHAIR REPORT FORM**  
**Progress Report**  
**Date December 27, 2006**

**Report #: 4.07**

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

**Person Submitting Report:** Jackie Lund

**MEMBERSHIP SUMMARY**

	2003	2004	2005	2006
Faculty	134	113	113	97
Academy members	19	15	16	15
Emeritus 1 (pay no dues)	9	11	7	9
Emeritus 2 (taking <i>Chronicle</i> only)	5	6	6	6
Emeritus 3 (taking <i>Quest</i> and <i>Chronicle</i> )	10	8	8	5
Graduate students	13	8	9	6
International faculty	6	3	1	1
Emeritus H		4	4	3
Total	196	168	164	142

**ACCOUNT BALANCES:**

• Bank of America Checking (11/27/06)	\$5,920.56
• Bank of America Savings (11/27/06)	\$6,915.77
• Oppenheimer General Fund (9/30/06)	\$34,306.56
• Oppenheimer Lecture Fund (9/30/06)	\$19,384.83
• Oppenheimer Memorial Fund (9/30/06)	\$18,574.53
• Oppenheimer Diversity Fund (9/30/06)	\$5,581.07

**EXPENDICTURES**

• Salary	\$4,800.00
• Student assistant	\$400.00
• Office supplies	\$583.39
• IRS Renewal	\$149

**Actions by the Executive Secretary/Treasurer for the year:**

- Filed necessary forms for IRS
- Changed incorporation from Washington State to Texas
- Sent reminder notices in March to members that had not renewed
- Paid receipts promptly

- Send out the ballots with the fall membership mailing. This is a substantial savings of postage and envelopes.
- Began process of turning the Executive Secretary position over to Ginny Overdorf who will begin officially January 2007
- Processed OPERA checks
- Responded to correspondence from officers, members, and non-members

#### Comments on budget

1. At this point the budget looks very solid:
  - a. Camille did a great job with the conference generating a little over \$5900.
  - b. OPERA generated over \$12,000 for the organization last year with 85 schools using the service. This year we had 59 schools registering to use OPERA as of Dec 1, 2006 Sally Ayer and Sandra Cottle do an excellent job with this.
  - c. Because of good revenues, I was able to transfer money into our Oppenheimer General Account which is our savings account. Our balance is now close to what it was in 2000. I will transfer additional money to the General account this year.
  - d. Our funds continue to do well. Ginny will transfer the donations from this past year.
  - e. Interest rates are considerably better for our funds. As stated last year, the lecture account is getting to the point that the interest could actually support a lecture. Also, our general fund is now at the point where it was when we had those disastrous years in the early 2000's.
2. Concerns
  - a. Memberships are down from previous years. According to Ginny, several board members had not renewed. Membership continues to be a concern for this organization.
  - b. Once we have Acteva in place, it will be easy to have increased communication with members (electronically). My concern is about how to have regular contact with those who did not pay with Acteva. The Technology Committee should probably have this conversation.
  - c. Several non-members serve on the Quest editorial board. I contacted Mel about this and he referred the matter to John Massengale. I strongly feel that Quest is a positive recruiting tool for NAKPEHE, however, most of the authors are not currently members. Additionally, I feel the Quest board should work with the Future Directions Committee so that Quest really represents the mission of NAKPEHE and that the articles are of interest to members, not just those in editorial positions.
  - d. We exhibited at AAHPERD in 2006, but there were some issues with the booth (no one ordered the tables, drapes, etc.). Instead of leaving this up to the chair of the membership committee, it probably is best if the same person coordinates it from year to year, which would be the Executive Secretary/Treasurer. I was waiting for the new Executive Secretary/Treasurer to process the booth payments for this year. This should be completed soon after the NAKPEHE conference.
  - e. The amount of money spent for awards continues to increase every year, beyond the levels that one would expect from inflation. Some guidelines should be established for this. Again, perhaps the same person should order these from year to year so that we find a place that has good prices and stick with them.

#### Recommendations

1. Support efforts for increasing membership.
2. Consider adding a way to honor or remember someone via the Memorial Fund. This could be printed in the *Chronicle* once each year.

Thanks to all of you who have helped me so much over the past 4 years. It has been a joy to work with this organization as your Executive Secretary Treasurer.