

NAKPEHE Board of Directors Meeting
April 10, 2008
Fort Worth, TX
Minutes

Members Present: Mel Finkenberg, (Parliamentarian), Debbie Buswell, (Necrology) Jan Rintala(Past President), Bill Forbes (President), Sam Hodge (Vice-President), Vanessa Fiaud for Jimmy Ishee, Past Vice President), Mike Metzler (Awards), Beverly Mitchell (By-Laws), Camille O'Bryant (Membership), Ginny Overdorf (Executive Secretary), Anne Stewart, (Public Affairs), Carol Wood, Secretary, Bob Pangrazi (Future Directions), Susan Hall, (Publications), L. Fiorentino (President Elect)

1.0 Call to order- 12:28 pm

2.0 Approval of agenda

J. Rintala- Move for a flexible agenda. Second- C. Wood

Unanimous

3.0 Minutes of January 5, 2008 board meeting -

J. Rintala- move to approve the minutes, Second B. Pangrazi

Unanimous

4.0 Announcements

4.1 Lecturers for January conference were announced

4.2 M. Finkenberg will follow Robert's Rules of Order to expedite meetings

4.3 Conference Dates- B. Forbes - C. O'Bryant suggested post the dates where most attendees will be present

4.4 V. Fiaud - financial report for 08 Conference proceeds -\$2382.89
Expenses- costs were minimized - suggested that a refund policy be implemented

Motion to receive the conference financial report A. Stewart, Second, L. Fiorentino

4.5 M. Finkenberg- M. Buck is working with Polar to become a full-time lecture sponsor

5.0 Officer Reports

5.1 President - B. Forbes: No additional information. New membership brochure was created.

5.2 Past President J. Rintala- Walt Disney Report finalized for 2011. The conference days will be Thursday - Saturday.

5.3 President Elect- L. Fiorentino- No action required.

5.4 Vice President- S. Hodge- Sensei has agreed to proceed over the administrators pre-conference- all roles for conference have been filled. A. Stewart agreed to chair open

forum on diversity issues. G. Overdorf- suggested that M. Springer may come for less than a \$1000.

C. O'Bryant- Moved to approve the preliminary NAKPEHE 2008 Conference Budget, J. Rintala, second

B. Mitchell- questioned AV rental costs- No direct quote for AV, AV is an estimated cost.

L. Fiorentino - suggested that IHEs might be able to assist with technology needs for conference

5.5 VP elect- A. Wrynn- not present

5.6 Secretary- C. Wood- No report.

5.7 Executive Secretary- G. Overdorf- No additions to submitted report. Budget difference between Executive Secretary/Treasurer and V. Fiaud. The budget will be rectified.

D. Buswell- no monies requested for Necrology- G. Overdorf- tradition for committees to have small stipends for committees. L. Fiorentino- some institutions require repayment for copies and mailing- S. Hall amounts so small may want to reconsider

6.0 Committee Chair Reports

6.1 Awards- M. Metzler- Nothing to add

6.2 Bylaws and operating codes: B. Mitchell- at what point should operating codes be posted to the website- C. O'Bryant- Operating code should be posted by date ASAP- L. Fiorentino- changes should be posted as soon as made.

6.3 Elections- no report

6.4 Foundations- no report

6.5 Future Directions- B. Pangrazi- proposed for research publication- M. Metzler- FDC will take an email vote regarding research publication-

6.6 Membership- C. O'Bryant-

6.7 Public Affairs- A. Stewart- No report submitted. Honored members for their awards at AAHPERD, B. Mitchell, D. Hellison, S. Hall, and M. Metzler are receiving awards. D. Buswell, added C. Sherrill and C. O'Bryant added- G. Bower and L. Fiorentino, B. Pangrazi

6.8 Publications- S. Hall- Copyright Clearance Center- non-profit group to collect copyright fees. A contractual agreement has been made with NAKPEHE. Fee structure for first year was recommended by the CCC. Recommends that the executive board approve.

J. Rintala- set monies from CCC could be substantial.

6.9 Social Justice/Cultural Diversity- not present.

6.10 Technology- not present. G. Overdorf stated that G. Schmidt recommends payment for a full-time webmaster. M. Finkenberg recommended that the webmaster appointment be added to the operating code.

7.0 Presidential Appointments

7.1 Archivist - not present

7.2 Necrologist - Deborah Buswell: No report. Should past members of NAKPEHE be recognized in the Necrologist's report? C. O'Bryant- the necrologists often looks to liaison organizations to find necrology information. Other organization do include past members in the necrology report. J. Rintala- suggested that back issues of Quest has the membership lists published. Suggested that if anyone in the field has passed that D. Buswell be informed. L. Fiorentino- suggested that a database be built for prior members. List could reside with the necrologists. D. Buswell will start the database for membership.

7.3 Oral History -M. Buck - Not present.

7.4 Parliamentarian - M. Finkenberg: No report.

8.0 Old Business

8.1 Foundations committee- G. Overdorf- FDC would recommend suggested proposals for funding. That proposal is live on the web.

8.2 Investigation of membership recruitment- M. Metzler- reported on the acquisition of a list of Higher Education chairs and faculty. No good way to do this currently. If there is an electronic distribution of the Chronicle we could use Human Kinetic lists that would reach 15,000 faculty.

8.3 Electronic Distribution of Chronicle- See above

8.4 Monographs for online publications- no discussion

8.5 Development of Research Digest- B. Pangrazi wrote a proposal for Research Digest. Should be able to start as soon as the FDC approves. M. Metzler suggested that the Research Digest be paired with an electronic version of the Chronicle. M. Metzler will discuss with B. Pangrazi options for publication.

8.6 Expert list- A. Stewart- V. Fiaud needs more guidance in the development of the expert lists. C. O'Bryant- expert lists for members could be gleaned from the membership application. Information could be shared. Areas of expertise could be posted on the website. J. Rintala- expert lists develop from the membership could help NAKPEHE become a voice in Higher Education Issues. IHE issues may need be defined. G. Overdorf- expert lists project could be tied with AKA. B. Forbes suggest that J. Rintala, A. Stewart and V. Fiaud communicate with each other.

8.7 Fall teleconference- under new business

8.8 ACTEVA membership number- M. Finkenberg- ACTEVA system has been changed. Other systems are available. M. Finkenberg will investigate other membership systems. V. Fiaud- suggested that membership numbers be tracked.

8.9 Policy section of Operating Code- B. Mitchell- reminded to look at the policy section. B. Mitchell will develop a proposal. C. O'Bryant- a refund policy was approved at the last meeting. S. Hodge would need to be informed of the new refund policy.

8.10 Evaluation of Executive Secretary- B. Forbes asked M. Finkenberg to formalize the evaluation procedures for the Executive Secretary/Treasurer

8.11 Archives of Website- B. Forbes suggested the NAKPEHE move toward the archiving of conference abstracts. C. O'Bryant- suggested that conference program only needs to be archived

9.0 Discussion/Action Items

President

Formal approval of NAKPEHE webmaster- R. McKethan has been appointed the NAKPEHE webmaster. L. Fiorentino- Moved that R. McKethan be appointed as NAKPEHE webmaster. B. Pangrazi second.

Unanimous-

B. Forbes- R. McKethan- will receive a membership fee and conference registration fee for 2008.

J. Rinatala moved the R. McKethan be reimbursed for his membership fee. Second- S. Hall

Unanimous

Approval of CCC agreement- S. Hall Publications committee suggested that the CCC agreement be approved.

Unanimous

S. Hall- the current editor D. Wiggins created a minor modification of the mission statement for Quest in order to clarify the mission to discourage research submissions.

Approval of Human Kinetics- B. Forbes- New contract for Quest has been signed with Human Kinetics. Minimal increases were

C. O'Bryant- suggested that the NAKPEHE logo be added to Quest publications.

L. Fiorentino moved that the HK publication agreement be approved. Second, S. Hall

Unanimous

Vice President- S. Hodge - Discussion of membership and conference registration fees for 2009. L. Fiorentino- Non-member registration was increased for 2008. J. Rintala- Registration plus membership category could be added to the conference registration form. C. O'Bryant- Guests for luncheons should reflect the cost of the lunch. Emeriti luncheons should also be increased to \$50. S. Hall- Is there a typo for conference registration from \$35 to \$135. M. Finkenberg- registration form is information to the board at this point. V. Fiaud- suggested that the guest luncheons price be kept to a minimum to cover the cost of the meal. J. Rintala- Costs for guest luncheons should be the same before and after registration deadlines.

B. Mitchell- all proposed fees should be presented to the BOD at the spring meeting.

J. Rintala moved to receive the 2009 Conference Proposal Budget. Second, S. Hall

Unanimous

Executive Secretary/Treasurer

Insurance/Bonding- G. Overdorf- TAHPERD cannot help with insurance/bonding. TAHPERD covers the executive secretary/treasurer and the officers. Liability insurance is also purchased for bodily injury. Difficulty in underwriting conference insurance. Conference insurance would only cover fire or natural disasters. Bonding covers the loss of NAKPEHE funds by the executive/treasurer. B. Forbes suggested that the executive committee continue to investigate conference insurance and bonding. L. Fiorentino suggested that recommendations be sent to B. Forbes for dissemination.

NAKPEHE Budget- G. Overdorf- current budget is for information. Proposed budget for 2009 becomes active December 1, 2008. Human Kinetics costs will change due to new contract. AAHPERD booth was under budget this year. Decreased the proposed amount of faculty membership due to ACTEVA registrations. Reflected in membership budget all categories for membership dues. Conference income projected for \$5000. This number is different than S. Hodge's projection for the 2009 conference (\$10,000). Payment to ACTEVA lowers cost by 20%. Budget reflects current numbers on conference. C. O'Bryant- AAHPERD booth for 2009 is \$1500. Furnishings are approximately, \$300. Recommends that the AAHPERD booth continue. \$2500 was approved as a budget line. C. O'Bryant suggests that the booth be continued.

G. Overdorf- suggested that the AAHPERD booth does not garner members. C. O'Bryant The membership committee has initiatives to gain new members from online publications and new member reduced conference registration fees.

G. Overdorf- budget is not balanced following this BOD meeting. Could the BOD support Quick Books as the accounting software.

G. Overdorf- suggested that a balanced budget be created with the new additions in the budget. S. Hall suggested that \$2500 in income be generated from CCC.

J. Rintala moved to approve the 2009 budget, S. Hall second

Unanimous.

Membership Committee- C. O'Bryant The membership committee moves that first time conference attendees receive a 25% reduction in conference fees.

Rationale- members of this committee feel that the reduction in fees for the first conference attendance could appeal to folks who feel that the \$200 fee is too expensive.

Logistics- perhaps there is a box on the registration form where people can check if this is there first conference.

J. Rintala- this has been a pattern in the past, should be tracked to see if this is a benefit to NAKPEHE. C. Wood- meals are included in the conference fee. B. Forbes would existing members have a problem with lower fees. S. Hall do departments cover the costs of registration. C. O'Byrant- the membership committee felt that reduced rate would be appealing to new members. J. Rintala- are registration fees the purview of the VP. J. Rintala- 25% is too steep.

J. Rintala- a friendly amendment: The membership committee moves that first time conference attendees receive a 15% reduction in conference fees.

Unanimous

C. O'Bryant- Moved that NAKPEHE allocate \$2500 for both rental and furnishings at the 2009 AAHPERD convention. Second J. Rintala

Unanimous

Necrologists- D. Buswell- proposal for developing a Necrology report form for the web... Information would be forwarded by email directly to the Necrologist. The web form would ask name of deceased, most recent institutional commitment and contact information for a memorial statement and/or provide information.

Oral History Project- B. Forbes requested board members to help with request for identifying persons to interview persons for the Oral History Project.

Past president: J. Rintala communicated with AKA Jerry Thomas, concerns about NAKPEHE language on the AKA website. J. Rintala suggested that changes be made to the text. J. Rintala will suggest that AKA eliminate negative sentences. B. Forbes suggested that the Executive Committee suggest new language. L. Fiorentino suggests that D. Swanson be asked to write the language.

S.Hall moved that the BOD be charged with crafting language for the AKA website. L. Fiorentino, second.

Unanimous

J. Rintala suggested that G. Overdorf have the language removed from the web. M. Metzler- suggested that Ginny indicate that some AKA members to discredit NAKPEHE in public forums. B. Forbes suggested a special committee to work on collaborations with AKA.

G. Overdorf- IHE membership has dropped for AAHPERD and NAKPEHE. L. Fiorentino- Could a meeting occur between the Executive Members and AKA for positive interaction for both groups.

Technology committee- Consider purchase online voting service (\$200 for 1 month)

Unanimous

10.0 New business

10.1 Fall Board meeting- W. Forbes will set date in late September.

10.2 Proposal to Redesign the Chronicle- M. Metzler- proposal submitted to the BOD for Chronicle Redesign. The publications committee has seen but not acted on the new proposal. Thrust is to update the Chronicle with changes to the Vision and Mission statements.

B. Forbes suggested that the Publications Committee consider the details for the Chronicle Redesign

S. Hall moved that the Board approve the transition in concept of the Chronicle the Publications Committee will work with M. Metzler to determine the details.

Second- C. O'Bryant

Unanimous

Motion to adjourn: J. Rintala, D. Buswell Second

Action Items

A. Stewart, V. Fiaud and J. Rintala should determine the process for developing and expert member's list.

M. Finkenberg will formalize the process used to evaluate the Executive Secretary.

The executive committee should continue to investigate conference insurance and bonding of the Executive Director.

D. Buswell will be creating a web-based Necrology form to gather information on members who have passed.

NAKPEHE language that appears on the AKA website will be revised by D. Swanson and forwarded to AKA for an update to their website.

The technology committee should investigate an on-line voting service

The Publications Committee working with Mike Metzler will consider the details for the Chronicle Redesign