

NAKPEHE Board of Directors Meeting
September 18, 2008
Teleconference BOD meeting

AGENDA-

Members Present: Mel Finkenberg, (Parliamentarian), Jan Rintala(Past President), Bill Forbes (President), Mike Metzler (Awards), Beverly Mitchell (By-Laws), Ginny Overdorf (Executive Secretary), Anne Stewart, (Public Affairs), Carol Wood, Secretary, Bob Pangrazi (Future Directions), Susan Hall, (Publications), Alison Wrynn (VP elect), Judy Bischoff (Foundations), Gordon Schmidt, (Technology), Marilyn Buck, (Oral History), Leah Fiorentino (President Elect)

0.0 Call to order- B. Forbes 2:04 PM meeting called to order

1.0 Approval of agenda- L. Fiorentino moved J. Rintala seconded, Unanimous

2.0 Approval of minutes of the April 10th, 2008 Board Meeting
J Rintala moved, second S. hall

Corrections to the 4/10/08 minutes as follows: 4.4 A. Frank should be A. Stewart, 5.4 S. Hodge- J. Desensei, Fiorentino spelling.... 5.7 second paragraph, due not dun...9.0 page 5 Executive p#3 look for booth at AAHPERD, misspelled name, action items,

Unanimous

3.0 Announcements

3.1 Rules of Order for teleconference – M. Finkenberg, Parliamentarian- M Finkenberg limit discussion to predetermined time limit...W. Forbes- aye/nay votes will occur.

3.2 Date change for the 2010 Conference- W. Forbes dates have been changed, contract has been verified, 6th – 9th

4.0 Officer Reports

4.1 President – W. Forbes working on 2012 Conference in San Diego, final quotes by January meeting. Communication with J. Thomas of AKA. Positive about communication, Exec Common meeting on 9/10/2008, A Wrynn wrote new NAKPEHE information for AKA website. 61 presentations submitted for conference 09. Deadline extended to Nov. 1 to capture non-NAKPEHE members. Chronicle will be emailed to the 15000 recipients. L. Fiorentino will take conference material to administrator's conference in October.

4.2 Past President- No report

4.3 President-Elect – Report as filed

4.4 Vice President- S. Hodge not present

- 4.5 Vice-President Elect – A. Wrynn Report as filed
- 4.6 Secretary – C. Wood- No report
- 4.7 Executive Secretary/Treasurer- G. Overdorf paperwork sent for bonding.

5.0 Committee Chair Reports

- 5.1 Awards-M. Metzler- nomination slow to come in for awards/ 1 person for 1 award so far, Recommendations for awards should be sent to M. Metzler
- 5.2 Bylaws- B. Mitchell- report as filed, committee chairs should go to the website to check the accuracy of the committee operating codes. R. McKethan excelled at making sure the operating codes were correct and up to date. B. Forbes- Executive committee will update B. Mitchell on OC for president and past president. M. Buck no OC for oral history. M. Buck will develop an OC for oral history. B. Mitchell- Necrology and Parliamentary OC were re-established last year from paper copies.
- 5.3 Elections- S. Frehlich- Report will be sent by W. Forbes- VP elect will discussed later.
- 5.4 Foundations- M. Finkenberg- not a lot of activity, one request for funding. M Finkenberg will talk with G. Overdorf regarding evaluation of executive secretary.
- 5.5 Future Directions- L. Fiorentino reporting for B. Pangrazzi/ FDC report as filed
- 5.6 Membership- C. O'Bryant – not present
- 5.7 Public Affairs- A. Stewart , FDC recommended to have conference photos posted to the web, no report filed
- 5.8 Publications, OPERA- S. Hall- report as filed- motion to follow
- 5.9 Social Justice/Cultural Diversity- A. Frank no report filed
- 5.10 Technology- G. Schmidt report as filed

6.0 Presidential Appointments Reports

- 6.1 Archivist- Not present
- 6.2 Necrologist- Not present
- 6.3 Oral History- M. Buck working on interviews and photographs
- 6.4 Parliamentary- No report

7.0 Old Business

- 7.1 Update on electronic distribution of the Chronicle- M. Metzler – B. Pangrazzi, requesting articles for Active Education with impact of physical activity on learning and education- Research Digest will be published in the Fall edition. Design #1 has been selected.
- 7.2 Update on progress for development of a Research Digest -
- 7.3 Creation of a template for the development of an “expert list” in order to find areas of member expertise in sub-disciplines – Technology/Public Relation Committees- V. Fiaud sent an email requesting information about expertise. B. Forbes will follow-up on template.
- 7.4 Investigate whether ACTEVA is able to generate a membership number and card.- M. Finkenberg – ACTEVA does not capability to generate a membership number or card capability.
- 7.5 Uploading of Chronicle for archive on website B. Forbes- Journals have been digitized. Articles can be uploaded to the HK website for a cost. M. Metzler- Does the upload diminish the membership if journals are available for everyone? A Wrynn- A 2-3 year lag exists for upload of journals. B. Forbes Publication committee will take under advisement and bring a recommendation to the board in January 09.
- 7.6 Uploading conference papers to the website- B. Forbes FDC recommended that papers be uploaded. G. Schmidt papers are really conference abstracts. Lectures are published in Quest already. Abstracts are submitted electronically. B. Pangrazzi complex issue especially for one’s who want to publish papers later. S. Hodge should have all conference submissions which include conference abstracts. B. Forbes will work with S Hodge
- 7.7 Creating a web-based Necrology form to gather information on members who have passed. – B. Forbes no new information. Will follow-up with D. Buswell
- 7.8 Investigation by technology committee for on-line voting service G. Schmidt- limitations with last years vote, some duplication of votes. Recommends a paid service to prevent voting duplicates. G. Schmidt the cost of on-line voting is \$27.00 to be paid through the technology budget.. G. Schmidt is now collecting biographical forms to submit to webmaster.

8.0 Action Items and motions from committees and reports

Unanimous to consider action items before new business.

8.1 From the President: Conference Planning

S. Frelich Motion to remove the Conference coordinator off the table. Placed back on the table.

L. Fiorentino, second

Unanimous

B. Forbes - Motion to investigate the cost and necessity for a conference coordinator for the 2010 conference.

S. Frelich hard to find VP candidates... a conference coordinator should be hired to remove the burden of conference planning on the VP. M. Buck propose a new motion and move forward.

B. Forbes withdraws motion 8.1.

S. Frelich- NAKPEHE hire a conference planner for the 2010 conference. Second A Wrynn.

S. Hall- questions about cost, organizational structure, G. Overdorf costs need to be determined to see impact on the budget. L. Fiorentino, FDC conference planner fee could be added to the cost of registration.

Unanimous

S. Frelich VP would be in charge of conference program development and admissions. VP responsibilities and Conference Coordinator responsibilities should be written.

G. Overdorf- Budget implications for the conference planner should be considered.

L. Fiorentino- A. Wrynn and V. Fiand could develop a list of conference coordinator duties to be presented at the January BOD meeting. S. Frelich- S. Hodge should be included in this discussion.

8.2 Motion from the Publication Committee

S. Hall- To bypass the CCC and allow the re-publication at no charge of materials from Quest that have been previously published in earlier editions of a book.

S. Hall Motioned tabled until January BOD meeting.

Second L. Fiorentino

Unanimous

8.3 From the Executive Secretary/Treasurer:

G. Overdorf- We are not making our budgeted expectations in five out of seven membership categories. Since NAKPEHE is, to a large extent, a membership driven organization, not meeting our budgeted expectations for membership should be discussed as a problem for our association. It is suggested that the Board discuss this problem and find strategic solutions to increasing our membership.

B. Forbes will discuss with Executive committee and bring recommendations to the January Meeting.

8.4 Motions from the FDC committee L. Fiorentino

a. A motion is made to invite AKA members to attend the 2010 NAKPEHE annual conference at member cost

L. Fiorentino – purpose is to connect with AKA and build connections- AKA institutions could attend at the member rate for one year. This would go into effect for 2010.

G. Schmidt- should other members ACSM, AAHPERD, etc. be included. L. Fiorentino- other associations are also affiliated with AKA. This approach would be used as a strategy to increase conference attendance. S. Hall supports the motion for a 1 year strategy. A joint conference could also increase conference attendance.

S. Hall called question

1 opposed

Motion carries

b. A motion is made to enlist the services of a web designer to develop a master template for the NAKPEHE website which will then be maintained by the NAKPEHE webmaster

B. Forbes- professional designer should create template for website because the website needs updated. S. Hall what is the cost? G. Schmidt- the cost \$500 for web design, cost is not certain until more information is gained. M. Finkenberg- Suggested that estimates be obtained prior to a decision.

G. Schmidt costs could be presented at the January BOD.

Investigate the services of a web designer to develop a master template for the NAKPEHE website which will then be maintained by the NAKPEHE webmaster.

Unanimous

A. Stewart moved that the meeting be extended to cover the remaining agenda. L. Fiorentino. G. Overdorf what is the cost? B. Forbes .08/minute per person.

Motion to extend meeting for 30 minutes L Fiorentino, second S. Frehlich

Motion carried.

c. A motion is made to re-structure the Board of Directors according the a format to includes 11 voting members (President, Past President, President-elect, Vice President, Vice President-elect, Secretary, Bylaws Chair, Foundations Chair, Future Directions Chair, Membership Services Chair, and Publications Chair) and 2 non-voting members (Parliamentarian, Executive Secretary/Treasurer).

L. Fiorentino came out of FDC meeting. This revised set up recommendations from the FDC. S. Hall in favor of the board.

B. Mitchell- A change in the voting members would change all of the OC for each committee.

L. Fiorentino- Membership services committee works similar to publications... S. Hall reports in general way similar to how the publications committee.

Unanimous

d. A motion is made to establish a Membership Services Committee to include 6 sub-committees (Awards, Elections, Membership, Public Affairs, Social Justice, and Technology) and 3 presidential appointed members (Archivist, Necrologist, and Oral History Project). The chair of this committee will sit as a voting member on the NAKPEHE Board of Directors.

M. Metzler parallel motion to the one just passed. G. Overdorf, 3 presidential appointments are a portion of the subcommittee.

Unanimous

FDC appreciates the support of the board. Changes will be voted on by the general membership.

e. A motion is made to add a section to the NAKPEHE website to house the abstracts for all *Quest* articles.

M. Metzler suggested that we link to the HK website for the abstracts of *Quest*.
B. Forbes- NAKPEHE will link to the HK website for *Quest* abstracts.

9.0 New Business

9.1 Suggestions for approach to reaching out to AKA at the September 24th meeting-
B. Forbes reported positive meeting outcomes with AKA. B. Forbes suggested that specific ideas to L. Fiorentino.

9.2 Nominations for a new representative to AKA

J. Rintala will resign as the AKA representative. B. Forbes requesting a replacement. L. Fiorentino – could members email B. Forbes about possibilities of an AKA representative.

9.3 Formation of a presidential committee to foster a relationship with AKA?

B. Forbes – suggested a committee to foster positive relationships with AKA. January this presidential committee may be formalized.

9.4 Do we want to continue the electronic format only for the Chronicle?- M. Metzler- Ability to get electronic issues on a more favorable timeline than paper copies.

M . Metzler- Moved that the Chronicle be published in an electronic format be from now on.

Second, G. Schmidt

M. Metzler – Electronic publication should lower cost to HK for publication of the Chronicle. Page limits will not be a factor with an e version. S. Hall in favor this the wave of the future.

Unanimous

9.5 Consider the use of periodic teleconference meetings for NAKPEHE committees

B. Forbes recommends that periodic teleconferencing should continue for the BOD and for committee meetings. G. Schmidt- Unlimited teleconferencing would cost \$39/month.

B. Forbes will explore in the future for the BOD meeting in January.

9.6 Development of NAKPEHE regional Summer Seminars

FDC discussing regional Summer Seminars is in early stages. B. Forbes suggested that we move forward with this... More information will be presented at the January BOD meeting.

9.7 Discussion of the “Big Picture” of NAKPEHE over the next 12-24 months

L. Fiorentino- FDC committed to looking at positive scenarios for NAKPEHE in the future.

10.0 Adjournment

Motion to Adjourn- L. Fiorentino second S. Hall

Meeting adjourned – 4:25 PM

Action Items

B. Forbes will follow-up with V. Finaud on template for membership expertise.

B. Forbes- Executive committee will update B. Mitchell on OC for president and past president.

M. Buck will develop an OC for oral history.

B. Forbes Publication committee will take under advisement the ramifications of electronic copies of the Chronicle and bring a recommendation to the board in January 09.

B. Forbes will follow-up with D. Buswell on the web-based Necrology form.

LA. Wrynn and V. Fiaud should develop a list of conference coordinator duties to be presented at the

January BOD meeting.

G. Schmidt will investigate the services of a web designer to develop a master template for the NAKPEHE website and present the costs at the January BOD meeting.

Members should email B. Forbes about possibilities of an AKA representative.