

NAKPEHE Board of Directors Meeting
January 6, 2008
NAKPEHE Convention
Albuquerque, NM

Members Present: Judy Bischoff, Jimmy Ishee, Leah Fiorentino, Jan Rintala, Mel Finkenberg, Bill Forbes, Gordon Schmidt, Shane Frehlich, Sam Hodge, Beverly Mitchell, Mike Metzler, Deborah Buswell, Camille O'Bryant, Ginny Overdorf, Anne Stewart, Carol Wood Allison Wrynn, Steve Estes.

AGENDA

0.0 Call to order

B. Forbes called to order 2.44 pm.

1.0 Approval of agenda

J. Rintala, S. Frelich

2.0 Approval of minutes of January 2, 2008

C. O'Bryant moved, J Rintala, seconded

J. Rintala called for questions

Unanimous

3.0 Announcements

3.1 Business meeting, approval of Vision and Mission statements

3.2 Other

M. Finkenberg is sending a list around for emails to revise the BOD listserve.

J. Ishee: final conference numbers will be presented at a later date. The conference should clear \$4,000-\$5,000. One hundred and twenty-three participants pre-registered. One hundred and twenty-five attended.

L. Fiorentino- The two room presentation format added numbers of participants in sessions. New member presentations were positioned between existing members.

4.0 Officer Reports

4.1 President

B. Forbes- will follow-up on action items from the January.2, 2008 BOD

January 6, 2008
Minutes

meeting. B. Forbes will focus on communication as a strategy for his presidency. Fall teleconference should occur at the end of September. B. Forbes will be in touch with G. Schmidt for formalizing procedures for the teleconference. B. Forbes indicated that NAKPEHE policies and procedures should be formalized. B. Forbes will be appointing the Bylaws committee to investigate identifying policies and procedures. B. Sather has retired as webmaster. G. Schmidt was unaware that B. Sather was going to resign. Webmaster should receive a conference registration and a membership as compensation for the webmaster. B. Sather will continue as webmaster until a replacement is found. G. Schmidt suggested that an ad be placed in OPERA in early January. A communication gap between the president's office and the technology committee exists. G. Schmidt as chair as technology committee should be responsible for web updates and should be cc'd on web related information.

G. Schmidt moved that the webmaster position will be advertised with mass email and on OPERA with compensation of an annual membership and conference registration. C. O'Bryant second.

C. O'Bryant- suggested that the lines of communication be more open. Additional fees may be needed as webmaster. G. Schmidt – if we can't find any applicants may need to add funds. S. Estes- it is hard to find a webmaster without a salary. D. Buswell: since NAKPEHE is a service organization, webmaster payment should not occur. M. Metzler some recommendations from the FDC called for an increased interactivity for web design. Payment at this time may be required. M. Finkenberg suggested that Human Kinetics may be willing to take on the duties of the web. L. Fiorentino can revisit the hiring procedures for the webmaster if no replacement is found by the spring board meeting.

Motion called for a vote- Unanimous

4.2 Past President

J. Rintala- took the conference offer to the Past President's breakfast. Concern raised about the size of the presentation place. Past Presidents agreed that Disney World might be a recruitment strategy for younger members with families.

J. Rintala moved that Walt Disney World be accepted as a proposed 2011 Conference Date. A. Wrynn second

S. Estes what are the dates for the conference? B. Mitchell can admission rates to the Disney World sites. That should be included in the negotiation. Perhaps a discounted rate could be locked into the negotiation. S. Estes spoke in favor of the site. May be able to collaborate with other organizations for a joint conference.

Motion called for a vote- Unanimous

4.3 President-Elect

L. Fiorentino- No report

4.4 Vice President

S. Hodge- No report beyond earlier comments. C. O'Bryant the dates for 2009 conference are the 1/4/2009 - 1/8/2009: Sunday to Thursday. S. Estes asked G. Overdorf to check dates for 2009. L. Fiorentino stated that a Sunday to Thursday meeting time does not work for administrators. G. Overdorf the contract is signed, price may be based on dates. C. O'Bryant stated that the dates may be able to be renegotiated. S. Estes unless there is a sense from the board to Sunday to Thursday then the days should be Wednesday to Saturday. G. Overdorf will follow-up.

C O'Bryant suggested that golf could be added as an option for Sarasota.

4.5 Vice-President Elect

A. Wrynn- No Report

4.6 Secretary

C. Wood- No report.

4.7 Executive Secretary/Treasurer

G. Overdorf - Membership is 183 members. Mass email will go out to those who have not renewed their NAKPEHE membership this year. G. Overdorf suggests that S. Estes make sure the FDC committee understand the travel guidelines. The fiscal year was changed to 9/1 to 10/30. Membership year runs on the calendar year. G. Overdorf recommends that the fiscal year match the membership year. J. Rintala suggested that more time may be needed before a decision is made.

C. O'Bryant moved that the fiscal year begin December 1 and end November 30. Second C. Wood

J. Rintala spoke against the motion due to that more time may be needed before a decision be made.

Motion called for a vote- 6 yes, 4 No, Abstention 1: Motion carries.

C. O'Bryant asked for an agenda item be added to the spring BOD to clear up concerns about the membership year. G. Overdorf suggested that the membership year be clarified. M. Metzler does ACTEVA have capability for a rolling membership? M. Finkenberg will check to see if ACTEVA can handle a rolling membership. G. Overdorf: additional members may be gained, back issues can be given to members who join later. M. Finkenberg suggested that the technology committee about other online membership services. B. Forbes will ask the membership committee to review the membership

deadlines. G. Overdorf state that to access money from committee budgets an expense form must be sent to G. Overdorf.

5.0 Committee Chair Reports

5.1 Awards-
M. Metzler- No report.

5.2 Bylaws
B. Mitchell-. B. Mitchell updated bylaws on this website: www.nakpehe.org/documents/operating_codes_temp2007. Each committee member should look at their code and review the application of the bylaw motions in 8.7 that Motion 1 be incorporated into the existing committee OC. Motion 2 will be corrected by the bylaws committee. The Bylaws committee will investigate the appropriate place to put a policies section. Committees should look for consistencies in the OC for each committee. Motions to the board regarding the OC should be sent to B. Mitchell for review.

B. Mitchell: move to Bylaws Article V Officers, Section 2. Election and Term of Office. The nominations and elections committee will certify and report. The president will communicate with the membership

S. Estes, second

Motion called for a vote- Unanimous

5.3 Elections
S. Frehlich- President, President-Elect and Secretary all three positions are male. No formal deadline for submissions.

S. Frehlich moves that a conference organizer be hired to organize the conference.

C. O'Bryant second

C. O'Bryant that a conference planning committee be used as an option. G. Overdorf suggested that the motion be tabled until the April meeting.

L. Fiorentino elections and nominations committee not all VP would have graduate students as their disposal. Additional funds could be added to the registration

S. Estes moved to table Frehlich motion to hire a professional conference committee. C. O'Bryant second.

Motion called for a vote- 1 Opposed, Motion Passed

M. Metzler suggested that a different structure that would help with continuity and memory from year to year.

S. Hodge- agreed that institutional memory is important and a different structure might be need.

G. Schmidt suggested that each committee chair report any policies and operational procedures to B. Mitchell. B. Mitchell discussed that each policy and procedure should be categorized.

5.4 Foundations-J. Bischoff

Lectures: The Homans and Sargent each have a sponsorship of \$600. The Hannah is sponsored for \$500. Since this is Polar's first year it did not seem reasonable to request \$600. for next year. So the additional \$100. will be taken out of the Lecture Fund and will continue to do so until Polar or someone else sponsors the Hannah for \$600.

Young Scholar and Doctoral Poster: Both awards are \$250. The Young Scholar has a sponsor for the \$250. The Doctoral Poster will have a sponsor for 2009 for the \$250. The FC will continue to seek funding for the lectures, Young Scholar and Doctoral Poster.

With the combining of the Lecture/Memorial Funds there will be roughly \$10,000. available for Special Projects. Guidelines will be developed and once approved by the FC will be posted on the website and appear in the May issue of the Chronicle. There is also money in the Diversity Fund for which people can apply.

FC will develop an instrument to evaluate the Executive Secretary/Treasurer. The instrument will be based on the current Operating Code of the ES/T. The evaluation will be completed this year with a report to the Board in January, 2009.

Thank you letters will be sent to all of the sponsors for the lectures and the young scholar.

Mel will look into insuring the ES/T rather than bonding. This could be combined with conference insurance.

5.5 Future Directions

S. Estes for B. Pangrazi – Items for discussion for the FDC should be sent to B. Pangrazi.

5.6 Membership

C. O'Bryant will share contact information of the membership committee with B. Forbes. The membership year was discussed. Committee will make recommendations about membership dates. Committee will discuss

conference timing, a new membership survey, membership brochure, a reduced rate for first-time members. One member will coordinate dinners and lunches with new members. The membership committee may need programming to concentrate on graduate students. Future recommendations will be made by the membership committee.

5.7 Public Affairs

A Stewart- Relative to FDC to work on the expertise lists. Vanessa Finaud will work with FDC to work on the expertise lists. A. Stewart talked about sending a postcard to missing members. Registration will be available on certain dates. Before a card is sent out should efforts be consolidated? J. Rintala two different sentiments, J. Rintala suggested that the two remain independent. C. O'Bryant suggested that highlights of the conference be sent to members who did not attend from last year. A. Stewart rescinded her original suggestion. D. Buswell suggested that a physical postcard be mailed. B. Forbes suggested that a postcard be sent to non-present conference attendees. B. Mitchell asked whether awardees remain as members in the Association. S. Estes suggested that award winners be sent a friendly reminder to maintain their membership. Public Affairs has talked about bringing someone from the Carnegie Foundation to the conference. The day rate is \$1000. A. Stewart Offered the possibility of Ann Colby as a potential keynote speaker. M. Finkenburg suggested that A. Stewart approach the Foundations Committee for funding as a special project. L. Fiorentino, S. Hodge should approach the FDC committee for the 2009 conference. S. Hodge has three key note speakers in mind. S. Hodge is open to other suggestions for keynote speakers. The Foundations committee does not have in mind that support of key note speakers would be a regular function for the Foundations Committee.

5.8 Publications, OPERA

S. Hall not present. C. O'Bryant are any new members rotating on or off the Quest editorial board? Suggested that any changes to the editorial report should be BOD approved.

5.9 Social Justice/Cultural Diversity

A. Frank not present.

5.10 Technology

G. Schmidt- Productive meeting, suggestion any contacts to the NAKPEHE webmaster should be cc'd to G. Schmidt. Online voting was discussed a new vendor will be selected. Each FDC recommendation was addressed. The Technology Committee recommends that the Chronicle be uploaded to the archives. This should be referred to the Publications Committee for consideration. A matrix could be created for untenured faculty to use the member resources. C. O'Bryant membership form could be altered to make this process easier. G. Schmidt to put up for this year, an expert lists would need to come from Public Affairs. L. Fiorentino stated that V. Finaud has agreed to work on this initiative. G. Schmidt will coordinate with V. Finaud.

G. Schmidt suggested that conference papers could be uploaded to the web. Prior to this papers could be processed with TURNITIN.com for processing prior to uploading on the web. G. Schmidt will contact S. Hall regarding paper publication. G. Schmidt will investigate teleconference around September 21. A membership card will be considered. C. O'Bryant stated that J. Lund prior to ACTEVA sent emails when members renewed. G Schmidt will create a google group for all members using current email addresses. G. Schmidt will pilot the email group with the technology committee, before the entire membership is brought on board. The listserve should be open to non-members to help bring other potential members on board. More information will be reported at the spring BOD meeting.

6.0 Presidential Appointments Reports

6.1 Archivist

D. Swanson- Not present.

6.2 Necrologist

D. Buswell –no report.

6.3 Oral History

M. Buck-no report. J. Rintala reported that five or six oral histories were collected at this conference. Questions can be shared by M. Buck regarding the oral history.

6.4 Parliamentarian

M. Finkenberg-no report.

7.0 Old Business

7.1 Refer to minutes to insure follow-up completion of items discussed at 1/02/08 BOD meeting

B. Forbes will review the minutes to insure that follow-up is carried out regarding FDC recommendations.

8.0 Discussion/Action Items from reports

8.1 Foundations Committee

Motion 1

Unanimous

8.2 Motion:

Motion 2

Approve that the Executive Secretary/Treasurer is to work with a financial advisor to assist with the Oppenheimer account with no cost to the association.

Unanimous

8.3 President's report:

Motion: To approve the revised NAKPEHE Committee Chairs and committee memberships

Rationale: President-elect was unaware of "NAKPEHE traditions" for transfer of some committee chair positions. Several committee members had not renewed their NAKPEHE memberships and had to be replaced.

B. Forbes pointed out that some committee members must have active memberships. B. Sather can be reappointed to the Technology Committee until his resignation.

Unanimous

9.0 New Business

9.1 Resignation of Brian Sather as NAKPEHE Webmaster, Need to find a new Webmaster for NAKPEHE.

M. Metzler- Nine hours of board meetings seem excessive. M. Metzler would like to investigate ways to operate more efficiently at the spring BOD. B. Forbes asked M. Metzler and L. Fiorentino will investigate better ways to conduct business.

C. O'Bryant one or two conference calls could help BOD meeting length.

B. Forbes will email the BOD the time and place of the AAHPERD spring meeting. Encouraged committee chairs to post committee reports prior to the conference.

10.0 Adjournment

Adjourned 5:29