

**NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM**  
**Progress Report**  
**(December 23, 2008)**

**Report #:** 6.7

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

**Person Submitting Report:** Ginny Overdorf

Progress Report/Tasks Completed:

Worked with the FDC with their meeting and reimbursement  
Finished with process of adding signatories on both checking and savings accounts  
Preparing to send out membership renewals  
Entered all new/renewal members, both from mail-in and online with Acteva  
Paid for AAHPERD booth  
Sent list of donors for 2009 to Foundations chair  
Worked with Awards Chair  
Ordered plaques and worked with awards chair on disks  
Prepared several email lists – for president, president-elect, Elections chair  
Prepared list of email addresses of past presidents for THE past president  
Placed money from donations into each of the funds  
Sent out renewal letters by mail to over 500 active and inactive members  
Developed various charts to help Board understand membership and budget  
Entered all new/renewal members, both from mail-in and online with Acteva  
Worked with the current operating budget to pay bills, make deposits, etc  
Communicated with Acteva and paid for reduction in conference fees  
Worked with Sandra Cottle on OPERA service  
Found a good Fidelity Bond through State Farm that will bond both this position and VP;  
communicated with president on this topic – VP and I filled out paperwork; then found  
out two requirements—1)second signatory on all checks; 2)annual audit  
Provided updated membership information for publications to Human Kinetics  
Provided information as requested by officers and committee chairs  
Saw that taxes were properly prepared and filed with IRS  
Answered various emails promptly  
Responded to requests for FED-ID number  
Updated Executive Committee on various issues – Oppenheimer funds, etc.

MEMBERSHIP SUMMARY

As of 12/23/08: **166** members have paid dues for 2009, either through mail or Acteva  
As of 12/23/08: **21** New Members  
2008 New Members: **30**; only **7** renewed for 2009 (as of 12/13/09)  
Members Recruited through AAHPERD Booth \_\_\_\_?\_\_\_\_\_

## FINANCIAL SUMMARY

Bank of America:

As of 12/23/08: \$36,062.51 in Bank of America Checking Account

\$15,933.16 in Bank of America Savings Account

**Total: \$51,995.67**

Oppenheimer Funds:

As of 12/23/08: \$37,440.84 (\$37,212.80 as of 9/30/08) in General Oppenheimer  
\$42,166.64; (\$41,909.99 as of 9/30/08) in Oppenheimer Lecture  
(formerly Lecture and Memorial Funds)

\$6,390.71 ; (\$6,351.78 as of 9/30/08) in Oppenheimer Diversity

Total Amount in all Oppenheimer Funds **as of 12/23/08 = \$85,998.16**  
**( 9/30/08 \$85,474.57)**

## OPERA

As of 12/23/08: \$851.78

As of 11/30/08:

From October 1, 2007 to November 30, 2008, Money from OPERA - \$12,321.82  
**(Proposed was \$12,000)**

## Copyright Clearance and Royalties, 2007-08 (as of 11/30/08)

Royalties - \$983.03

CCC - \$6367.56

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## Suggestions/Thoughts for Future Plans Related to this Office/Committee

The books were closed for the 2007-08 fiscal year on November 30, 2008. As of December 1<sup>st</sup>, we are now into the 2009 fiscal year. Keeping these dates closer to the calendar year should be helpful in IRS preparation. It has also worked all right for me to prepare the January report.

The 2008 Membership year closed on Dec. 31, 2008. We are now into the new membership year, as of January 1, 2009.

This year there were over 500 renewal requests sent out for membership, and about 100 returns on that effort. Is a 20% return worth the amount that is spent in sending out that quantity of mail? It might be a good idea to consider an electronic mailing for membership renewal rather than snail mail.

Action Required by Board:

Table 1 above indicates that 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. I would suggest that the Board discuss this problem and find strategical solutions to increasing our membership.

Something I have said before, I will repeat. Exhibiting at AAHPERD is good for visibility, but it is not good for membership recruitment. This organization needs a serious plan for marketing if we are to keep our numbers at level that supports our budget expectations.

For your information, below is a summary of our 2009 Membership as of 12/23/08

| <b>Deposit Membership</b> |              |                     |                        |                   |            |           |                 |                |              |
|---------------------------|--------------|---------------------|------------------------|-------------------|------------|-----------|-----------------|----------------|--------------|
|                           | US Faculty   | US Faculty [acteva] | Inter-national Faculty | Graduate Students | E2         | E3        | Academy Members | Diversity Fund | Lecture Fund |
|                           |              |                     | \$                     | \$                |            |           |                 |                |              |
|                           |              |                     | -                      | -                 |            |           |                 |                |              |
| Proposed                  | \$ 12,000.00 | \$ 7,349.00         | \$ 320.00              | \$ 450.00         | \$ 150.00  | \$ 450.00 | \$ 540.00       |                |              |
| Deposits                  | \$ 6,984.21  | \$ 716.52           | -                      | \$ 87.24          | \$ 225.00  | \$ 90.00  | \$ 450.00       | \$ 200.00      | \$ 645.00    |
| Remaining                 | \$ 5,015.79  | \$ 6,632.48         | \$ 320.00              | \$ 362.76         | \$ (75.00) | \$ 360.00 | \$ 90.00        |                |              |

The Board might want to consider the E1 membership category that is free. While the person gets no publications, there is a slight expense afforded that membership. Perhaps a nominal amount, like \$5.00, would be a reasonable charge instead of \$0. However, there are a few people who renew as E1s but give us a donation to one of the funds.

Budget Implications:

If we don't get sufficient members to reach our budgeted expectations, cuts will have to occur somewhere in the expenditure side of the budget.

If the association plans to add a Conference Manager position as passed in September, discussion should ensue about how to fund this position.

