

NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM
Progress Report
12-29-08

Report #: 6.1

Name of Office/Committee:

President

Person Submitting Report:

Bill Forbes

Progress Report/Tasks Completed:

- Worked with Robert McKethan, NAKPEHE Webmaster, in continuing update of the NAKPEHE Website
- Communicated with HK and CCC regarding approval/charges to authors for reprints by HK
- Continued communications with the NAKPEHE Executive Committee by conference calls, e-mails and phone
- Continued communication with Gloria Robbins, Meeting Resorts, regarding site selection for the 2012 conference in San Diego, CA
- Prepared grid of amenities, costs, benefits of potential hotels for the 2012 NAKPEHE Conference – to be presented to the BOD on 1-3-09
- Communicated with Leah Fiorentino and Steve Estes regarding their meeting with Jerry Thomas and other AKA Board members at their Administrative Conference on September 24th in Chicago
- Set up and attended conference call of the Foundations committee to complete an evaluation of the Executive Secretary/Treasurer
- Communications with Judy Bischoff, Chair of Foundations, regarding the EST evaluation, committee conference call, foundation funds and other issues
- Reviewed revised NAKPEHE operating codes for President and Past-president developed by Beverly Mitchell and the Bylaws Committee
- Worked with Ginny Overdorf, Executive Secretary Treasurer, in review of the NAKPEHE budget
- Worked with Gordon Schmidt, chair of Technology, regarding NAKPEHE Website re-design and adding to the NAKPEHE website to include sections for group discussions, listserv, repository for unpublished papers and speeches to be used by membership.
- Continued communication with Sam Hodge in planning for the 2009 Conference in Sarasota
- Developed agenda for the NAKPEHE BOD meeting on 1-3-09
- Communicated with Ann Stewart, Chair of Public Affairs, regarding conference proceeding and conference pictures to be posted on a digital web page accessible through our website
- Communicated with Mike Metzler and previous Awards Committee Chair regarding materials needed for 2008 elections
- Attended Awards Committee conference call meeting for the selection of the 2009 NAKPEHE award winners

- Selected a Presidential Award winner for the 2009 NAKPEHE Conference
- Communicated with Mel Finkenberg, parliamentarian, regarding a variety of issues and questions regarding conduction of BOD meetings
- Communicated with the three scholarly lecturers regarding bios, introducers and other issues
- Developed and printed brochures for the three 2009 NAKPEHE scholarly lecturers – Hanna, Homans and Sargent
- Communicated with Beverly Mitchell regarding the notification to the NAKPEHE membership or the BOD re-structure proposal passed by the Board in our September meeting
- Sent BOD re-structure proposal, by e-mail, to the NAKPEHE membership
- Wrote President’s column for the fall 2008 issue of the new NAKPEHE e-Chronicle
- Nominated, with support of the Executive Committee, two NAKPEHE leaders to be considered for the AKA Board of Directors
- Consolidated reports for 9-18-08 BOD teleconference meeting and submitted to Robert McKethan for posting on the website
- Prepared agenda for the 1-3-09 BOD meeting in Sarasota
- Consolidated reports for 1-3-09 BOD meeting and submitted to Robert for posting on the website

Suggestions for Future Plans Related to this Office/Committee

- Seek professional assistance to redesign the look of the NAKPEHE website
- Improve our affiliation/partnership strength with AKA though continued communication and joint programming where possible
- Strongly suggest continuation of fall BOD teleconference meeting – perhaps considering improved technological format for the meeting
- Suggest use of periodic teleconferences for NAKPEHE Committees with a minimum of one teleconference meeting prior to the annual BOD meeting
- Purchase teleconference service (monthly fee involved) so that NAKPEHE BOD and committees can have teleconference meetings more frequently
- Support NAKPEHE Summer Seminars in opposite ends of the country from that year’s conference – possibly by partnering with AKA where possible
- Clarify who should replace the president if he/she is unable to continue in office – past-president or president-elect
- Other minor modifications/corrections/updates needed to the president’s operating code

Action Required by Board:

- Through consideration of action items/motions presented at the 1-3-09 BOD meeting

Budget Implications:

- Cost of web designer for website

- Cost of other website services – possibly supplied by HK
- Monthly teleconference costs for meetings