

NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM
Progress Report
(12/23/08)

Report #: 6.5

Name of Office/Committee: _____ **Vice President Elect** _____

Person Submitting Report: _____ **Alison Wrynn** _____

Progress Report/Tasks Completed:

- Communicated with incoming President about call for papers
- Completed handout for call for papers for 2010 conference
- Made copies to distribute in Sarasota
- Contacted 2010 hotel to get information to distribute at 2009 conference about hotel/resort

Suggestions for Future Plans Related to this Office/Committee

- Work at conference on outlining the duties for the new position of "Conference Manager"
- Find someone to fill the position of conference manager
- Get Conference budget/spending information from current Vice President to assist with planning
- Work with incoming President and Future Directions committee on finalizing speakers and schedule for conference
- Work on advertising plan for conference
- Send updated conference to the NAKPEHE webmaster in early January

Action Required by Board:

- None at this time

Budget Implications:

- Will set up conference budget/costs based on past conferences