

NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM
Progress Report
9-18-08

Report #: 6.1

Name of Office/Committee: **President**

Person Submitting Report: **Bill Forbes**

Progress Report/Tasks Completed:

- Worked with Board members and new webmaster to facilitate updating of the NAKPEHE Website
- Facilitated the BOD vote to change dates of 2010 Conference
 - Worked with Millennium resort to finalize details
 - Signed addendum to Millennium contract for new dates of conference
- Communicated with Susan Hall, HK and CCC and regarding approval/charges to authors for reprints by HK Regular
- Regular communication with Gloria Robbins, Meeting Resorts, regarding site selection for the 2012 conference in San Diego, CA
- Site visits to hotels in San Diego to investigate them as potential sites for our 2012 conference
- Developed and disseminated charge to the FDC committee prior to their meeting in June, 2008
- Communicated with the FDC committee regarding executive summary of the 2008 FDC meeting
- Communicated with Jerry Thomas, President, AKA regarding:
 - Improving NAKPEHE – AKA relationship
 - Rewording of the historical information about NAKPEHE on the AKA website
- Appointed committee to meet with Jerry Thomas, President of AKA at the Chicago AKA Administrative Conference on September 24th, 2008
- Communicated with Alison Wrynn regarding rewording of the historical information on the AKA website
- Communicated with Ann Frank regarding SJCD Open Forum to be held at the 2009 conference
- Worked with Judy Bischoff and Foundations committee in finalizing evaluation tool for the Executive Secretary/Treasurer
- Reviewed revised NAKPEE operating codes developed by Beverly Mitchell and the Bylaws Committee
- Worked with Ginny Overdorf in finalizing a Fidelity Bond for the Executive Secretary/Treasurer and Vice President of NAKPEHE
- Worked with Gordon Schmidt in selection of BOD teleconference service provider and the teleconference format

- Continued communication with Sam Hodge in planning for the 2009 Conference in Sarasota
- Continued communication with the Executive Committee regarding a variety of NAKPEHE issues
- Developed agenda and conducted NAKPEHE Executive Committee conference call meeting on September 10, 2009, including discussion of several important NAKPEHE issues
- Communicated with Ann Stewart, Chair of Public Affairs, regarding conference proceeding and conference pictures to be posted on a digital web page assessable through our website
- Communicated with Mike Metzler and Executive committee regarding format, etc. for the fall e-Chronicle publication
- Communicated with Mel Finkenberg regarding website issues and conduction of the 9/18 teleconference
- Wrote President's column for the fall 2008 issue of the new NAKPEHE e-Chronicle
- Consolidated BOD reports and developed agenda for 9-18-08 BOD teleconference meeting

Suggestions for Future Plans Related to this Office/Committee

- Seek professional assistance to redesign the look of the NAKPEHE website
- Add to the NAKPEHE website to include sections for group discussions, listserv, repository for unpublished papers and speeches to be used by membership.
- Improve our affiliation/partnership strength with AKA though with the development of a presidential committee
- Suggest continuation of fall teleconference with improved technological format
- Suggest use of periodic teleconferences for NAKPEHE Committees
- Support NAKPEHE Summer Seminars in opposite ends of the country from that year's conference

Action Required by Board:

- Through consideration of action items/motions presented at the 9/18/08 BOD meeting

Budget Implications:

- Cost of web designer for website
- Teleconference costs for meetings