

NAKPEHE OFFICER/COMMITTEE CHAIR REPORT FORM
Progress Report
(December 28, 2007)

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 – next installment
Sent list of donors to Foundations chair
Worked with Awards Chair - will also prepare a current email list after discussion with Mike
Placed money from donations into each of the funds
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 – am in process of filling out the paperwork, along
with VP
Provided updated membership information for publications to Human Kinetics
Provided information as requested by officers and committee chairs
Saw that taxes were filed with IRS

MEMBERSHIP SUMMARY

As of 9/11/08: 243 members have paid dues for 2008, either through mail or Acteva

FINANCIAL SUMMARY

Bank of America:

As of 8/31/08: \$27,489.24 in Bank of America Checking Account

\$15,838.30 in Bank of America Savings Account

Total: \$43,328.54

Oppenheimer Funds:

As of 6/30/08: \$37,003.40 in General Oppenheimer account

\$41,674.03 in Oppenheimer Lecture Fund (now a combination of

Lecture and Memorial Funds)
\$6,316.05 in Oppenheimer Diversity Fund

Total Amount in all Oppenheimer Funds as of 6/30/08 = **\$84,993.48**

As of 9/11/08: Since October 1, 2007, Money from OPERA - **\$9314.64**

	US Fac - Mail	USFac-Acteva	Intern Fac	Grad Students	E2	E3	Academy
Proposed	\$12,000	\$7349.00	\$320	\$450	\$150	\$450	\$540
Actual	\$9941.18	\$4135.44	\$73.89	\$362.10	72.87	\$528.12	\$594.48
Differential	\$2058.82	\$3213.56	\$246.11	\$87.90	\$77.13	(\$78.12)	(\$54.48)

Table 1. Shows income from membership based on projected income in 2007-08 budget, actual income to date, and the difference between the two.

Note: The number in parentheses in the last row indicates that we have exceeded our budgeted expectations. As you can see, we have exceeded our budgeted expectations in only two membership categories, emeritus taking Quest and the Academy.

Suggestions for Future Plans Related to this Office/Committee

Only that it is important to keep the person in this position well informed about NAKPEHE business so that he/she is in a position to respond to all inquiries in an educated, informed manner.

Please be reminded that the fiscal year will end this November, 2008, and the 2009 Fiscal Year will begin December 1, 2008. Thus, this year's budget will be closed on Nov. 30th of this year.

The 2008 Membership year, on the other hand, will be completed on Dec. 31, 2008 and the new Membership Year will begin Jan. 1, 2009. I have already received 3 memberships for 2009 without a call for renewal. These are people who were sending in their memberships thinking that we had a rolling membership. When I informed them that they could have their membership fee applied to the 2009 year, that was what they had wanted in order to attend the conference.

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.

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.