

## AMERICAN ACADEMY OF KINESIOLOGY AND PHYSICAL EDUCATION

**REPORT OF:** Business Office

**DATE OF REPORT:** August 31, 2010

### **PREPARED BY AND TASKS**

**COMPLETED BY:** Kim Scott & Amy Rose

### **DESCRIPTION OF ACTIVITIES:**

#### Follow-up after 2009 Annual Meeting

- Posted Annual Reports/Committee Reports to website
- Updated historical overview on website
- Completed financial summary of meeting expenses
- Reconciled bill and sent payment to Catamaran Resort

#### 2010 Membership

- Sent membership mailing to members/posted electronic registration on website
- Processed memberships as they were returned
- Sent reminder email messages as deadlines approached and passed
- Reconciled membership fees with HK
- Current membership: 210 total members (125 Paid Active, 26 Paid Emeritus, 9 paid International, 5 no payment International)

#### Finance & Investments

- Prepared end of year financials

#### Executive Conference Calls

- Set up conference calls
- Participated in meeting
- Followed-up on action items

#### Newsletter

- Fall/Winter Newsletter
  - Set up planning meeting with Tom Templin and Joe Hamill
  - Sent email to membership asking for items to include in newsletter
  - Received materials from membership
  - Proofed/edited newsletter materials
  - Arranged for Fall/Winter newsletter to be posted to the AAKPE website
  - Sent global email to all members with email addresses notifying them that the newsletter had been posted to the website.
- Spring/Summer Newsletter
  - Set up planning meeting with Tom Templin and Joe Hamill
  - Sent email to membership asking for items to include in newsletter
  - Proofed/edited newsletter materials

- Posted new pdf version of newsletter to website
- Sent global email to all members with email addresses notifying them that the newsletter had been posted to the website.

#### 2011 Annual Meeting

- Site visit to Minneapolis to potential properties
- Comparison of sites
- Recommendation to Executive Committee

#### Officer Elections (working with Mo Weiss)

- Posted ballot, member bios and pictures online for voting process
- Sent email notification to all Active members to begin voting
- Sent reminders as deadline approached
- Tallied votes and sent results to Mo Weiss

#### New Fellow Elections (working with Judy Rink)

- Sent Call for New Fellow Nominations reminders via email
- Set up online voting page
- Scanned new fellow bios to make available online
- Sent email to active fellows with instructions on voting
- Sent follow-up emails as deadline approached
- Tallied results and sent to Judy Rink & Roberta Rikli
- Sent introductory email to new fellows with information about upcoming meeting (dress code, travel arrangements, etc.)
- Prepared listing of new fellows for inclusion in newsletter
- Assigned new fellow numbers
- Sent email to membership inviting them to send congratulatory messages to new fellows

#### Doctoral Program Committee

- Mailed letters to Chairs & Deans
- Sent packets out to participating institutions
- Received data
- Sent reminders to those who didn't submit data on time
- Forwarded data to Morrow & Jackson
- Processed payments to Morrow & Jackson

#### 2010 Annual Meeting

- Made speaker hotel arrangements
- Prepared meeting registrations materials and sent meeting packet to all members
- Posted meeting registration materials online
- Processed registrations as they arrived, followed up with questions
- Sent reminder emails to those registered but not listed with hotel reservation
- Sent reminder emails to those with hotel reservations, but not registered

- Deposited checks for meeting registration
- Processed credit card transactions for meeting registration
- Worked with Bev to determine technology needs for off-site speakers
- Researched and hired a video camera person to tape presentations at meeting
- Compiled information for engraving on medallions
- Ordered awards for banquet (new fellow plaques, officer awards, Hetherington Recipient)
- Requested name placards for head table invitees
- Purchased folders and banquet paper
- Set up all arrangements with Catamaran (meeting rooms, menus, A/V equipment)
- Answered all queries regarding meeting
- Printed new fellow citations on scrolls
- Prepared materials included in folder to meeting attendees (program, attendees list, name badges, receipts, etc.)
- Photocopied annual reports for inclusion in meeting folder
- Shipped materials to resort in advance of meeting
- Sent confirmation emails to attendees

#### Website

- Mapped out site
- Worked with designer
- Worked with project manager on development and functionality
- Developed and submitted content
- Update content as needed
- Trouble shoot any issues
- Working on links to all Academy Papers issues