

AMERICAN ACADEMY OF KINESIOLOGY AND PHYSICAL EDUCATION
2010 Annual Report

REPORT OF: AAKPE Secretary-Treasurer

DATE OF REPORT: August 24, 2010

PREPARED BY: Mark G. Fischman, AAKPE Secretary-Treasurer

DESCRIPTION OF ACTIVITIES:

- Served as a member of the AAKPE Executive Committee (EC) and participated in EC meetings and conference calls
- Recorded minutes of all EC meetings
- Prepared drafts of all minutes for review by EC members
- Prepared minutes in final form, pending approval, for posting on the AAKPE website
- In collaboration with the Business Manager, prepared a more formal mid-year report than has been done in the past.

ACTION ITEMS:

- Update the Operating Code for the Secretary-Treasurer.

CHANGES TO OPERATING CODE:

- Operating Code was updated to reflect the following:
 1. gender neutral language (e.g., chairperson instead of chairman).
 2. language and processes are consistent with electronic ways of communicating.
 3. closer collaboration between the Secretary-Treasurer and the Business Manager in matters of Academy business.