

AMERICAN ACADEMY OF KINESIOLOGY AND PHYSICAL EDUCATION

REPORT OF: Business Office

DATE OF REPORT: August 31, 2009

PREPARED BY AND TASKS

COMPLETED BY: Kim Scott & Amy Rose

DESCRIPTION OF ACTIVITIES:

Follow-up after 2008 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 Knickerbocker Hotel

Chronicle of Higher Education

- Looked up cost information/deadline for posting ad in Chronicle
- Transmitted information to Chronicle for ad
- Made payment to Chronicle

2009 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
- Processed 1st and 2nd Quarter Reports
- Current membership: 210 total members (130 Paid Active, 42 Paid Emeritus, 12 paid International, 26 no payment International)

Finance & Investments

- Transferred AAKPE investments to Cozad Asset Management
- Forwarded paperwork to officers for signatures
- Prepared end of year financials

Executive Conference Calls

- Set up conference call on 11/08/08, 03/26/09
- Participated in meeting
- Followed-up on action items

Newsletter

- Fall/Winter Newsletter
 - Set up planning meeting with Dave Perrin
 - 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 Dave Perrin
 - 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.

2010 Annual Meeting

- Site visit to Virginia to potential properties
- Comparison of sites
- Recommendation to Executive Committee
- Site was selected and contract negotiated

Officer Elections (working with Roberta Rikli)

- 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 Roberta Rikli

New Fellow Elections (working with Jay Graves)

- 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 Jay Graves & Bev Ulrich
- 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

- Set up committee meeting in Dallas
- Planned meals
- Planned av needs
- Reimbursed committee members for their expenses
- Paid hotel for all charges

2009 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
- 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

Tribute to Rainer & Julie Martens at Annual Meeting

- Send out email to collect tribute messages from past presidents
- Set up time for David Wiggins to interview Rainer
- Research and order award for presentation to Rainer & Julie