

## 2015 – 2016 Executive Directors Report

This year has been a year of transition for us at the NCCAP office – This is our 9<sup>th</sup> year at the “new” location already in Virginia Beach, when they tore down the previous location to put the highway through. All of our leased equipment now needs to be replaced with new contracts as well. NCCAP has a new book keeper; one that we trust will be more attentive to the needs of NCCAP. In July, Audrey celebrates her 21<sup>st</sup> year with NCCAP, I will have been with NCCAP for 20 (17 as ED), Sherrice is going on her 3<sup>rd</sup> year with NCCAP, Kelly (who has been with NCCAP for 10 years) although she relocated to NY for work, continues to process the website mail and our part-timer, Abby will be leaving us the end of the summer as she has been accepted into the University of Dublin to complete her master’s degree. I so appreciate the NCCAP Team, for holding down the fort, conducting all the day to day activities as I continue to work so much outside the NCCAP office. This is no small task, as in addition to the “routine” daily responsibilities, NCCAP receives over 50 phone calls and about 100+ emails a day, and numerous faxes as well as 100-400 pieces of mail each week.

This past fall, the board determined that we no longer needed an actual “newsletter” as NCCAP via the efforts of Debbie Hommel, Past President, has been putting out a monthly “NewsBlitz”, in addition to the monthly highlights sent through the NCCAP office in each mailing that goes out through metered mail, as well as the quarterly Instructor newsletters that Linda sends, was a sufficient amount of communication to the certified individuals. NCCAP is currently working on getting an email for every individual, and then as always encourages individuals to keep the NCCAP office abreast of any contact information changes.

NCCAP was invited to speak in New Mexico this spring, by the ANMAP association that sponsored in part the all day workshop. There was so much interest and excitement for NCCAP certification, that NCCAP will continue working with NM activity professionals to assist them in achieving their goals of becoming NCCAP certified.

NCCAP education committee members worked tirelessly in updated/revising the MEPAP materials, and being it had been 10 years since NCCAP first wrote the MEPAP 2<sup>nd</sup> Edition ©, NCCAP began offering the MEPAP refresher to all the current MEPAP instructors throughout the US. I have now offered this in 7 different locations to include NC, TX, IN, MA, PA, VA and NM. Other locations can be scheduled with a minimum of 5 registrants and pending availability of my schedule. Thanks to Debbie Hommel and Kathy Hughes who assist in the various locations as able.

NCCAP continues to make the HCC Instructor training available as requested to those current MEPAP instructors that have an interest in exploring this as an option.

NCCAP has moved the investments into managed mutual funds, to give NCCAP a better direction for future financial needs to better assist the organization. I have learned much to this regard thanks to several 1:1 classes with the bank manager, and if possible respect and appreciate Dr Charles Peckham and all his wisdom with the initial investments so many years ago.

NCCAP located the initial list of those certified with NCCAP and then contacted everyone we had information for to send them a special invitation to the NCCAP symposiums, 30<sup>th</sup> anniversary dinner. NCCAP appreciates those that have stayed so dedicated and committed to excellence all these years, many of whom are in attendance at this year's venue.

NCCAP is continuing the process of going completely electronic in the office. This will be our 2<sup>nd</sup> year having the member files in a scanned database. We are working on making the certification renewals an electronic option in the coming year. We have started offering CE renewals in this mode as well.

I have appreciated being entrusted to lead NCCAP for the past 20 years as Board Member/President, then as your Executive Director. Many of you have asked me over the years, how I stayed so long, and believed so much in this association. It's a mixture of things, I suppose; pure determination to put into place the mission and vision of NCCAP at the forefront. I received this note from Dr Peckham in the mail several days after he passed..."*Cindy, I appreciate SO much the way you are leading NCCAP. For your fiscal management, for your visionary plans, and your enhancements of the certification process, as we had always intended it to be so many years ago*". It's that type of feedback that keeps me grounded as an individual and as a professional. Phylis Foster told me years ago "that associations fail as a result of the mission being about the person and not the association". NCCAP will always be about assisting and educating individuals on how to become credentialed and how to in turn elevate the profession and the lives of the clients.

Lastly, there are **so many** individuals that have been supportive, helpful and encouraging throughout my career, yet I'd like to mention a few in particular that are there **nearly every day**. In addition to my awesome/beautiful daughters, Rachel & Kelly, and the amazing NCCAP Team, and supportive Board of Directors, I would also like to mention a few individuals that **go out of their way** to be available for advise, support, but more than that, are simply "there", and I am ever so grateful; Kathy Wright Moore, (*emails me every couple weeks to remind me to breathe and offer any assistance she can to me or NCCAP*); Johnny Rowlett (*always sends me*

*super uplifting text messages and is the first one to sponsor an NCCAP workshop, jump in to help at all costs); Dawn Worsley, my BFF and currently an NCCAP Board member – (for being unconditional), Tammy Point & Sherrice Ford (for reminding me to pray, believe and leave it in God's hands), Joan "Chai Tea" gal and she knows why, Debbie Hommel for SO many things, Bryan Rife (Shane) for spreading glitter, and finally Kathy Hughes (for being my go to person in the profession, and being the sister I never had).*

## Annual Board Report

2015-2016

### President report

Dawn Worsley,ADC

I transitioned into the role of NCCAP President in November 2015. I would first like to take the opportunity to recognize Debbie Hommel, ACC immediate Past President for the dedication and commitment to iNCCAP. I have always admired Debbie as a professional and stepping into her shoes is not an easy task. I would like to take this opportunity to recap some of the many accomplishments that have been made in the past year. The iNCCAP Board of Directors met for our semiannual board meeting in November 2015 where we introduced newly appointed board members. Cindy Bradshaw held the "new" board orientation in the beginning of the year which many new members were very complimentary of the detail that was provided to ensure success and productivity of the board members. Many board members in addition to the Symposium committee have worked very hard to present the 30th Anniversary "Pearls of Wisdom" Symposium.

As iNCCAP is "committed to the mission of setting standards and criteria for those working to meet the leisure needs of those in their care," this year we introduced a new specialization, Person Centered Care (PCC) as well as a new level of certification for those working in Adult Day Services(ADSC). The national exam results continue to be right on target with what is projected and has proven to be a successful tool as the scores remain consistent and lead to the credibility of the foundation of learning for all MEPAP course completers.

iNCCAP continues to move forward with the marketing campaign that was initiated a little over a year ago with the integration of our new website, chat rooms, Twitter, and Pinterest accounts . Special thanks goes to Kathy Hughes, ADC for the great innovative boards she has created on Pinterest and her many behind the scenes responsibilities that she completes that help our business run so smoothly . Additional social media plans include a LinkedIn and Google + page.

Kathy Hughes has been contracted as our liaison with the social media company, guiding the development of the pages and gathering relevant information.

January 18-24, 2016 the National Activity Professional Week “Free Chats” were again very successful and well attended by many. (\*see Linda Redheads Chat week report for additional details). The Board made a decision to move from a Quarterly Newsletter to a monthly “Newsbitz” newsletter. This new format is still in transition as we strive to provide you up to the minute information that is relevant and important for you to know. Again, we thank Debbie Hommel for continuing with this endeavor the members truly benefit from your professionalism and commitment to both NCCAP and the Activity Profession.

I would like to say thank you to the board members who continue to step up and delivery the services needed but much praise goes to the NCCAP office support staff for the exceptional services they provide on a daily basis to keep iNCCAP running like a fine oiled machine. The office staff under the direction of Cindy Bradshaw continues to move the paper files into an electronic format . As you can imagine 30 years of files, applications, renewals and continuing education materials the office was overloaded with paper. This is no easy task and there are many nights and weekends that the office staff and or Cindy herself, has been scanning files late into the evening.

I would like to take this opportunity to recognize our Executive Director Cindy Bradshaw. She is the face of iNCCAP. She has been part of the board of directors/NCCAP for 20 years. She works days, evenings , weekends and yes even during the night on many occasions. She truly lives and breathes the iNCCAP certification mission and vision. She remains our beacon of light in an industry that is ever-changing. She gives of herself more than what she often should and spends more time living out of a suitcase then she does laying her head in her own bed. Even on vacation she is answering phone calls and emails. This goes above and beyond what any working human would do at a traditional job. Her integrity and drive for leading our certifying body and never taking her eye off of the standards in which we have built our name. I would like to end this report with a HUGE THANK YOU TO CINDY BRADSHAW , we can never truly honor her as she deserves but hope she knows how much the profession has benefited under her guidance .

## 2016 Vice President Report

This is my first year with NCCAP and have been in the Vice President position since I came onboard. I assisted with the NCCAP week of free Ce’s during National Activity Professionals

Week in January 2016, by teaching two evenings. Since then I assist every once in a while on Wednesday evenings as well.

I promote NCCAP by putting up the information boards of NCCAP at the Pennsylvania Activity Professional Association's (PAPA) annual conference. I also promote NCCAP during PAPA's annual spring workshops. I continue to consult with others and promote

I enjoy teaching and am teaching a session at the 2016 NCCAP symposium, also did a presentation in 2015.

Finally, I have assisted the board by creating an evaluation for the NCCAP Executive Director.

I would like to say "Thank You" to all who promote our profession, as it continues to grow and become more professional.

Sherry Barzak, ACC

#### NCCAP Treasurers Report

First let me say "Thank You" for your continued support of this organization. I was recently elected to fill a vacancy. Voting ended November 7, 2015 and my first board meeting was November 8, 2015. I am trying to be sponge and learn as much as I can, as you can never have too much "learning". This board and Cindy have been very supportive in guiding and helping me understand the whole process.

NCCAP has made very good financial decisions over the years. Cindy continues to keep certification at the forefront and also does a good job with expenses.

Review of the 2015 Budget included good projections. 2015 NCCAP was budgeted for \$292,750.00 and 2015 year end NCCAP spent \$291,631.00 which is \$1119.00 under budget.

Investments include \$700,000 in mutual funds that would be used for long term goals of ten years and more.

NCCAP continues to offer scholarship/grants. \$1000.00 was given in 2015 for those needing financial assistance. The scholarship applications and more information are available on the NCCAP Website. As many of you knew Michelle Nolta, and she lost her battle to cancer the end of 2015. A scholarship has been set up in her memory, as well as we continue to distribute two Madge scholarship awards annually, utilize the Beverly Morris Scholarship fund, as well as the Barbara Fleischmann Award of Excellence scholarship.

Barb Eckert, ACC, NCCAP Treasurer

Jane Anderson, BS, ACC/EDU/MC/ALF/AD

My first year as Secretary of NCCAP has been rewarding. It has been an honor serving the more than 7000 NCCAP certified members. I have had the pleasure of working with Cindy Bradshaw, Executive Director; the NCCAP office staff; and the current Executive Board.

The June board meeting was held with Jane Anderson being introduced to the board; reports were given by each board member. The ever vibrant board is working diligently to enhance NCCAP and creating an awesome 2016 Symposium.

NCCAP held their November 2015 board meeting by conference call. New board members Sherry Barzak and Barb Eckert were introduced. The new board positions were designated as follows; Dawn Appler Worsley-President, Jane Anderson,-Secretary, Linda Redhead-Special Projects, Bryan Rife-Nominations Chair, Sherry Barzak-Vice President and Barb Eckert-Treasurer.

March 2016 brought great board training via conference call, Cindy Bradshaw, Executive Director gave us an overview of the NCCAP Board Organizational Chart including the board and also the administrative organizational chart with review of board roles and the certification process.

## **National Certification Council of Activity Professionals Annual Meeting Minutes**

**By Jane Anderson, BS, ACC/MC/EDU/ALF/AD,NCCAP Secretary**

NCCAP Annual Meeting

June 6, 2015

Cary, NC

Welcome to the National Certification Council for Activity Professionals 29th Annual Meeting of the Certified Members

The following reports can be found on the [www.NCCAP.org](http://www.NCCAP.org) site (downloadable) forms

### I. Welcome/Introductions

Debbie Hommel, ACC Welcomed the group

Cindy – Welcomed the group at 8:41- referenced the Silent Auction and Kathy Wright Moore the Lac chair.

### II. Board Reports

A) President report Debbie Hommel, ACC

Recognized the chat members and ADN network for helping with the chats. NAPW being very successful with 1100 participants.

B) Vice President Report Bryan Rife, ADC

Hopes everyone reaches out to him and thanked all the members and Symposium attendees.

C) Treasurer/Sec report Dawn Worsley, ADC

Dawn hi-lighted the treasures report that was approved by the board. There were 14 partial scholarships and 4 full school scholarships given out this year.

D) Nominations report Cindy Bradshaw, ACC

Elections was not held do to the fact that all board members were from the same states and regions (East Coast). 2 positions were open and all positions are matched to their abilities and interests. Bryan was the incumbent. In accordance with the by-laws we need to represent 3 regions, West, Central and Eastern. We need to have people from 32 states west of the Mississippi that would be interested in running for the board. Bryan and Debbie Hommel will hold their positions until the election before the November board meeting.

E) Special Projects report Linda Redhead, ACC

Chats are conducted weekly at 8:00 EST. Just connect with Linda for details and she would love monitors. Please remember there is a summer break.

EXECUTIVE DIRECTOR REPORT Cindy Bradshaw MS, ACC

Staffing- Kelly Bradshaw resigned in October after 9 years. The office staff consists of Cindy, Audrey Stowers who processes the mail and is the phone person, Sherrice Ford does all things concerning the data base etc. and Mary Kritzer answers the phones, does clerical etc.

The website is up and running, with Cindy completing a blog one time weekly. Debbie as president completes a monthly blurb as president. Cindy has visited over 15 states and the MEPAP refresher training will take place Sunday after 2015 Symposium, and other states prn.

There are currently over 7100 certified individuals. Cindy continues to answer approximately 100 emails daily.

The goal is to go electronic and next being the pre-approval will go electronic.

III. Committee Reports

State Reps/Facebook Bryan Rife, ADC

All is going well and is moderated by board members and NCCAP is looking for 2000 members.

NCCAP needs 13 state reps, would you please help!

Social Media                      Debbie Hommel, ACC

NCCAP is working on communications, we are developing a social media brand and have contracted with a company and are moving forward methodically with Linked In, Twitter, and Pinterest.

Assisted Living                      Bonnie Ruggles-Ruechel, ACC

Bonnie talked about the definition of assisted living and working with CEAL.

Home Care                              Dawn Worsley, ADC

There is a growing need for HCC and currently there are 50 certified and 6 specialties. Body of Knowledge is currently being developed.

Website                                  Kathy Hughes, ADC

Kathy is currently working on Pinterest and helping with social media, and is asking for articles on the activity profession and Why Activity Professionals for the blog.

#### IV.      Comments

Misc Items                              Participants/attendees

Julie Reginek gave a positive comment about the website. She likes it!

Tim Anderson commented positively about the chat room. Beth Dropski, Hampton thinks NCCAP is impressive being at 7100.

Karen Blackman gave a thank you for the scholarship.

Recognition                              Debbie Hommel – Volunteers

Next year it will be NCCAPs 30 year celebration. We have accomplished and have done many things. We would like to thank you for the time.

Cindy Bradshaw/Board, ACC

Outgoing Board (11/15)-Debbie Hommel

Debbie is a go getter and this was her second term. She started in 1978 and was given a certificate and a bag with "Paint Chips Poluza" for her Pinterest. Also a Pandora charm representing her dog and also one that represented NCCAP. Hats off to Debbie.

Incoming Board Induction                      John Rowlett, ACC

Jane Anderson, ACC- Board Appointment (filling vacancy 2015 – 2017)

Bryan Rife, ADC/EDU

Nominations Chair/State Reps/Social Media/Technology

I have found it to be an honor to serve as the Nominations Chair of NCCAP this past year and seeing the direction and initiatives that have been taken by the Board.

This year the State Reps have been very active and engaged all across the states supporting NCCAP by speaking at conferences and workshops on the importance of being NCCAP Certified. It has been exciting to see them standing beside their NCCAP displays and seeing how proud they are of this organization and what it stands for. The state reps are in direct contact with me via telephone, email and even Facebook with any questions or concerns that may come up during their encounters and I am proud of those that have been so determined and dedicated. We have several different avenues for them to keep us abreast of their endeavors by utilizing their NCCAP State Rep Facebook page as well as forms on Google Drive. As always, if you are interested in learning how you can become a state rep feel free to contact me for more information.

I say this each year, Facebook has continued to grow each day. Currently, the NCCAP Facebook Page has 2138 "friends." Professionals continue to use the page as a way to exchange ideas, problem solve and ask questions relating to the profession. It has proven to be a positive part of NCCAP. We do continue to use moderators to monitor the page's activity for appropriate use and also to pre-approve friend requests to filter the spammers and other negative entities out.

In regards to other technology, NCCAP continues to explore other technology avenues that can better assist us in "going green." Currently, we are experimenting with QR codes in hopes to alleviate the paper trail with session attendance at symposiums.

Again, I would like to thank each and every one of you for the job you do each day. The Activity Professionals one of the most vital roles in healthcare and is detrimental to the lives of those that live in it. Keep doing what you are doing, pressing on and making a positive change in the world.

I would also like to thank our Executive Director, Cindy Bradshaw, for all of her hard work and dedication she has given this organization for the past 20 years!

## NCCAP Special Projects Report- 2016

Linda Redhead, Board Member Special Projects

### NCCAP Chat Report

As the coordinator of the NCCAP chats, I am proud to note after review of the many evaluations that we have received from the chat attendees; it appears that most of those attendees were very pleased with the information that has been presented and shared by our volunteer moderators.

It is also gratifying to see that many of these attendees recognize that being a moderator is no easy task and that they complimented the moderators highly on how the chats were conducted even with the challenge of so many attendees being in the chat room, especially during National Activity Professional's Week. To meet this challenge, a few suggested that the chat platform be upgraded to a webinar style format in order to better manage the overwhelming enthusiasm of so many activity professionals gathered together on this chat platform. This concept will be presented to the board and considered carefully. Many were extremely appreciative and grateful to have these educational opportunities during NAPW offered for free and noted that it was a wonderful experience.

It has been a privilege working every week with these moderators, and I want to publicly thank them for having the patience and commitment dedicated to this very important task: Murv Delpino, Susan Orce, Sherry Barzak, Debbie Hommel, Denise Lima Laskiewicz, Karen Blackman, Donna Hauser, Nancy Richards, Lorraine Lee, Michelle Olson, Kathy Hughes, Bryan Rife, Dawn Worsley, Jane Anderson, Ruth Martanis, and Celeste Chase. I continue to be impressed by these hardworking individuals who have stepped up to the plate week after week and have made a positive contribution towards other activity professionals who need these chats. During a typical chat, there is much information that is exchanged, problem solving that takes place, the sharing of great ideas, and a chance to network and speak to people from all over the country in real time.

So here are the statistics-There were eleven scheduled chats with an average of 6-8 attendees for each session, starting September 23-December 16, 2015.

The chats scheduled for National Activity Professionals Week took place on Sunday-1/17/16 to Sunday-1/24/16 and averaged a remarkable 100-125 attendees for each session. The chat platform is graciously sponsored by ActivityDirector.com. Many thanks to Kathy Hughes/Activity Director Network for facilitating the use of this chat room which benefitted so many who took advantage of the free continuing education clock hours that week.

During the spring chats, there were 21 scheduled chats starting January 27th, 2016 and ending May 18th, 2016 which also averaged 6-8 attendees for each session. The same chat platform was utilized directly on the NCCAP website.

The recruiting of moderators for the Fall of 2016 chats will start during the summer break.

Every quarter, an Instructor Newsletter is sent out to all of the MEPAP Instructors. It is suggested that they encourage their students to continue to submit articles of interest to the Instructor Newsletter. These students will gain continuing education clock hours toward their certification by doing so. It is great to see how excited a MEPAP student gets when they see their work in print.

Once again, it is an honor to serve NCCAP. Let's continue to provide these opportunities for growth and learning as we work hard with each other to increase the quality of life of the elders we serve.

Respectfully Submitted,

Linda Redhead, MS, ACC, Edu