

## **Nomination Chair Report**

First of all, I want to thank the NCCAP membership for electing me to the NCCAP board. I truly consider it a privilege and honor to serve in this capacity and will not take my duties lightly. I've been in this wondrous field of Activities for a long time and have seen it grow from the three "Bs" (bingo, Bible, and birthdays) to a highly respected profession. The standards that NCCAP has set for this profession is a major factor in raising the bar of excellence and has given us a true professional respect from other health care professions. I will promise to serve you and NCCAP to the best of my God-given talents.

When it comes time, I ask for nominations to the NCCAP board, I would like for you to look at what this profession has given to you. I encourage you to ask what you can give back. I know you are very busy and in many cases your "plate is full" but please take the time to listen to that small voice inside of you, remember what you have received from NCCAP, and if you are prompted to serve this profession, take the time to run as a candidate. Who knows, if you are blessed as I have been you might be given the privilege to serve on the Board of Directors, and trust me, you will receive more than you give.

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## **FALL 2009**

### **Treasurer's Report**

*By Laurie Kloeppe, ADC*

As our economy continues to struggle, you can be assured that NCCAP's finances remain stable and in good order.

Our goal as your Board of Directors is to stay within our adopted annual budget. The operating budget for fiscal year 2009 was set at \$222,770.00. We are currently under budget.

I receive a monthly statement from the NCCAP office, which is reviewed by the finance committee. QuickBooks makes the whole process extremely simplified. Should a question arise, the Executive Director readily provides the answer.

We currently have investments with Fidelity which vary from month to month but have begun to gain momentum. NCCAP also has two CD's totaling \$20,000 each. Interest from both the investments and the CD's are always reinvested.

Throughout the year there are several scholarship opportunities available from NCCAP. Please see the NCCAP Announcement page on [nccap.org](http://nccap.org) for a description of these scholarships and application information. We are very pleased to have once again partnered with NAAP in providing two scholarships for eligible NCCAP certified/NAAP members to attend the 2009

NAAP conference in Albuquerque, New Mexico. The Madge Schweinsberg Scholarship annually provides \$1000 in scholarship money (\$500 from NCCAP and \$500 from NAAP).

Our office relocation created unexpected expenses, however, the city of Virginia Beach provided financial compensation for the move. Major technology upgrades at the new location will help us to better assist you.

Please feel free to contact [info@nccap.org](mailto:info@nccap.org) with questions or if you wish to see a detailed financial report.

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**2008 Special issues report.**

By Nancy Best, ACC, CTRS

2008 was a very interesting year. I assisted in scholarship selections for various awards, including the first Ralph O. Best award, in honor of my father. Cindy Bradshaw assigned me to the new symposium in June. I have been working on communication with other state contacts for public relations for the seminar. I have also contacted several individuals who are business owners or are connected to the field in other areas. I serve as the contact for the Commonwealth of Pennsylvania and have been working with individuals for certification. Legislation is a very important issue facing us now. In March, we met with Phil English, the past Pennsylvania representative. My local state Rep. is interested in "jumping on board" for Activities in Pennsylvania. We are planning on follow-up meetings. I have contacted my recently elected federal legislator for a meeting. Much work lies ahead. I look forward to seeing many of you at the symposium.

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**The 2009 NCCAP Election results are as follows:**

1110 Ballots were received in the NCCAP office by the designated deadline

1110 - received

9 - ineligible

1109 - eligible ballots counted

Board Elect, Debbie Hommel, ACC from New Jersey

Board Elect, John Rowlett, ACC from Indiana

The By-Law change to encompass the new

specializations passed.

The NCCAP Board of Directors and staff, are grateful to outgoing Board members Heide Cornell, ACC and Ginger Johnston, ACC for all their service, dedication and commitment to excellence in serving NCCAP in their respective capacities. Their contributions were invaluable and we wish them continued success as professionals and plan to continue to utilize them as the stand out professionals that they are in their individual states.

The Board of Directors and staff look forward to working with Debbie and John in the upcoming years of service on the Board.

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NCCAP is excited to participate in the 2009 NAAP Conference as a vendor and also as the co-sponsor of the Madge Schweinsberg scholarship, that enables two deserving NCCAP certified individuals that are also NAAP Members to attend the NAAP conference each year.

In addition to participating in the NAAP conference, this year NCCAP will also be participating in the AHCA conference in Chicago, Illinois 10/09, the Pioneer Network Conference in Little Rock, Ark 8/09, the AAHSA Conference also in Chicago, Illinois 11/09, and several state conferences.

While this will cost a considerable amount of money, in the strategic planning of NCCAP, the Board of Directors felt this was a necessary investment in our continued quest to spread the importance of national certification and imperative to increase the awareness of hiring qualified/certified individuals in the healthcare market throughout the United States, among administrators and owners on behalf of NCCAP and the certified members.

The NCCAP annual meeting will be held in conjunction with the NCCAP Symposium, please see the web site for details or further information.

\*\*for more info on the NAAP, contact [thenaap@aol.com](mailto:thenaap@aol.com)

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**NCCAP Annual Report**  
**Nancy Best, ACC, CTRS**  
**Special Projects**

As NCCAP Special Projects Trustee I have been able to work for the NCCAP membership as

liaison.

- Reviewed applications for the Madge Schwineburg Scholarship fund between NCCAP and NAAP.
- Awarded the Ralph O. Best to an Activity Professional who has completed the MEPAP 2<sup>nd</sup> Edition
- Arranged meeting between NCCAP and US Congressman Phil English and now US Congresswoman Kathy Dahlkemper concerning HR 4248
- Served as a member of the Symposium Committee and met with hotel representatives in February
- Served as NCCAP State Contact and assisted PA activity professionals to become NCCAP certified
- Sent Birthday greetings on behalf of the NCCAP membership to NCCAP Staff and NCCAP Board
- Assisted with special awards and recognition of jobs well done to members and staff
- Attended Annual NCCAP Board meeting, Mid-year NCCAP Board meeting
- Assisted with development of PA mailing list for Symposium

Nancy Best, ACC, CTRS

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**Kathy Hughes, ADC**  
**NCCAP Vice-President Annual report**

**(4/2008-6/2009)**

This past year has been very rewarding. As NCCAP moves forward and has started its journey to market NCCAP Certification to the Health Care Industry, I have been proud to serve the members in my capacity. I have accomplished many tasks and have had the privilege to serve with a dynamic team of professionals, including the NCCAP Staff, the NCCAP Board as well as the NCCAP members.

- Answer NCCAP e-mail on a regular basis including assisting potential NCCAP Certified professionals with their initial certification process. Assisted many with their applications and process of becoming certified
- Update and post information on the NCCAP Bulletin Board on a regular basis
- Facilitate the weekly NCCAP Chat to assist people with gaining their continuing education hours for their NCCAP Certification.
- Initiated the development of the new NCCAP “Specialization” Tracks based on years of research and education committee recommendations.
- Co-Developed the NCCAP Symposium, secured the venue and developed the forms for Best Practice, the Awards and the NCCAP Symposium Brochure. Organized the handouts and co-organized the speakers for the Symposium.
- Contacted Vendors for the Symposium as well as developed the Brochures

- Developed and maintain the mailing list to facilities in Kentucky, Ohio and Pennsylvania as well as the vendor mailing list to over 150 vendors. Also developed a mailing list to Administrators in Kentucky.
- Developed flyer for Kentucky Association of Health Care Facilities
- Developed NCCAP Scavenger Hunt for Symposium
- Attended the AHCA conference October 2008, to represent NCCAP to the participants as a vendor along with Timothy Dalton, ADC
- Worked with Cindy Harges our new Web Master for the [www.nccap.org](http://www.nccap.org) site
- Attended the MEPAP Instructor Training in Dartmouth, MA, April 2009
- Participated and set-up the NCCAP Board Mid-Year Meeting which was done through GoToMeeting.com at a rate of 50.00 a month after the first 30 days.
- Worked with the Executive Director to update the NCCAP Standards and NCCAP Application to include the Specialization Tracks, after developing the specialized Body of Knowledge topic areas based on committee input.

I look forward to next year and continuing to serve the NCCAP membership.

Kathy Hughes, ADC