



2018 President's Report

Wow! I have never been more proud of the NCCAP Board and all we have achieved over the past year. I am excited to submit this report updating the accomplishments, tasks and duties as your Board President. I have guided this Board and our credentialing body by being mindful of the famous quote attributed to Albert Einstein that: "The definition of insanity is to keep doing the same thing over and over again, and expecting a different result." With this in mind, over the past year we have evaluated every aspect of our operations and made significant changes and major investments in the organization.

NEW LEADERSHIP

In March 2017 we began our leadership transition with the departure of former Executive Director Cindy Bradshaw who served NCCAP for nearly 20 years. The entire NCCAP Board stepped in to evaluate existing structures, ensure ongoing operations and recruit a new team for continuity. that was in place by June 2018. played an active role in recruiting and training a new team. In June 2017 our new CEO, Peter Illig, started and immediately engaged the Board in weekly calls and planning sessions to set a new course and direction that has resulted in the many successes we celebrate today.

NEW INVESTMENTS

NCCAP has invested heavily in new infrastructure including office equipment and online software and systems to support staff working both in the office and remotely. The biggest technical investment to date has been MemberClicks – and online association management platform through which we now run all aspects of operations – from finances to certification tracking and renewals. Every NCCAP certified professional is now able to have their own online profile with storage of all their credentialing information for easy online renewal.

GOVERNANCE

A major priority has been to ensure the good governance of NCCAP as a national credentialing body. Together with the strong expertise of our new CEO in nonprofit management and legal compliance, many changes and steps have been made to streamline operations, implement best practices and provide transparency. NCCAP has engaged the services of Virginia Accounting for bookkeeping, payroll and tax filings. For the first time in history, NCCAP is posting the formal IRS 990 financial disclosure for nonprofits on our website. Additionally, we have updated our Bylaws and Ethics Policy, and now require that all Board Members undergo a formal Induction session that includes the signing of Confidentiality and Nondisclosure Agreements.

STANDARDS

The NCCAP Board and Education Committee spent countless hours reviewing and updating the existing Standards for Certification. Important adjustments include the simplification and removal of some Tracks. A new Professional Equivalency Track was created as Track 5 under Activity Director



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Certification. Importantly, this track allows all individuals who hold the NAAPCC certification to obtain NCCAP ADC certification as requested by our Professional Association, NAAP. Further, driven by new regulations and demand from the long-term care sector, NCCAP introduced a new “Engagement” certification for dementia using the approach and techniques of Montessori. Additional Engagement Certifications are planned. Related, the requirements for MEPAP Instructors have been significantly strengthened and standardized to ensure consistent quality for all students from all Instructors.

UNIFICATION

By far, the most significant accomplishment this year has been the reunification of NCCAP with NAAP. This is a long-overdue necessity given the fact that NAAP created NCCAP in 1986 as its formal credential. As is the case in all other professions, a profession and its accepted credential are two sides of the same coin, and must work in harmony to advance the profession. We are pleased to now have a NAAP Board Representative serve on the NCCAP Board. Additionally NCCAP is committed to jointly planning our future with NAAP, including seeking the advice and counsel of external experts in the healthcare space that can help strengthen and move us forward based on their independent knowledge and experience.

Respectfully submitted,

Dawn M. Worsley, ADC

President



2018 Vice President Report

It has been an honor and a privilege to serve on this amazing Board for the past seven years, and in the capacity of Vice President for the past two. I have worked with the President, CEO and other Board Members on many different projects and tasks during this past 2-year term.

OFFICE TRANSITION

This past year I worked very close with the President and CEO to ensure that the office had a smooth transition to a new team, operating structure and technology systems. I assisted the new office staff in setting up their user's accounts and gaining access to the database that we currently had in place. The President, CEO and myself had daily calls with the staff to go over questions or concerns and to provide advice and direction. We also implemented a Google Drive system for the daily operations of NCCAP administrative functions. The NCCAP Board, along with the office staff, utilized these Google Sheets in the move towards transparency and for ease in assigning tasks to specific Board Members.

GOING GREEN

Over the past several years I worked on getting many components of the office to "green." Setting up massive storage capacity on a secure server has given us the ability to scan over 10,000 files and completely remove four large filing cabinets which housed these files. This has made for easy retrieval for the office staff and has saved time and manpower. After doing extensive research, I was also able to find a new database that would become the "one stop shop" for the needs of the NCCAP office in regards to membership database, payments, newsletter, website and email – "MemberClicks."

MEMBERCLICKS

Implementing the many elements of the new nonprofit association management software has been the biggest task we had this year, and remains ongoing. With the implementation of MemberClicks, we had to migrate our current database and website to the new web-based platform. The office staff and board spend countless hours of our own time training individually and as a group with our liaison at Memberclicks. This program has been instrumental in allowing NCCAP to go green, function more efficiently, with greater transparency and with more accuracy.

Otherwise, I participated in monthly Board calls and meetings and contributed to the advancement of more efficient and effective administrative and operational systems in the NCCAP office.

Respectfully Submitted,

Bryan Rife, ADC/EDU

Vice President



2018 Secretary's Report

It has been an honor serving the NCCAP certified members these last three years. I have had many duties that have shifted throughout the year. They included managing the info@nccap.org emails, reviewing certifications and CE's, a trip to the NCCAP office for a week to help with reviews of certification files and working with the office staff on day-to-day operational items.

BOARD MEETINGS

The NCCAP Board met through monthly and bi-monthly meetings via the platform of "Zoom". These meetings were at minimum one hour in length and a total of 12 meetings. The Board dedicated many hours in planning, preparation and transitioning NCCAP which has been reflected in the Board meeting minutes. The 2017 Annual Board Meeting Minutes are attached, following.

MEPAP INSTRUCTORS

I was in contact with 85 MEPAP Instructors to verify they were in compliance with NCCAP requirements. I reviewed and collected information that was placed in a secure online folder for each current MEPAP Instructor that included:

- A. Current instructor certificate
- B. Evaluation utilized by the students upon completion of the course
- C. Publicity tool used to promote the course
- D. Course outline and competencies/lesson plans
- E. The practicum outline with hours shown
- F. The practicum contract
- G. Detailed description of the process students use to complete the course
- H. Updated list of all students who completed the course and their contact information

Respectfully submitted,

Jane Anderson, ACC/EDU, CDP, BS

Secretary



NCCAP Annual Meeting

June 9, 2017

Buffalo, NY

Welcome to the National Certification Council for Activity Professionals 31st Annual Meeting

I. Welcome/Introductions

Dawn Worsley, ADC welcomed the group

8:06am meeting began

Bryan Rife showed a video for the membership "I Was Here"

A motion was made by Kathy Hughes to accept the Minutes for the 2016 Annual Meeting.

Seconded by Jenna Sweet

All in favor. Motion carried

II. Board Reports

A) President report. Dawn Worsley, ACC

Dawn reviewed the restructuring process, and the electronic drive

The board had decided to keep Track 6 and evaluate June 30th 2018 for a trial period.

There will be a call to action November 4th, 2017 in Raleigh NC

Nap and Nccap had a zoom session. Present were the Alisa Tag, president and Vanessa Emm, office manager, (NCCAP) Peter Illig, Ceo, and Dawn Worsley, President and Bryan Rife nominations chair. This meeting was held in June and it was a positive collaborate meeting.

Dawn also read and letter from NAAP, wishing us well with our convention.

B) Vice President Report. Sherry Barzak, ACC

Her report and yearly endeavors can be found on the NCCAP website.

C) Treasurer. Kathy Wright Moore, ACC

Barb Eckert resigned and Kathy Wright Moore was appointed to replace her. The treasures report is online. As infrastructure is taking place and tech updates are taking place, financial disclosures statements will be placed on the web.

D) Secretary Report. Jane Anderson, ACC

NCCAP held their November 2016 board meeting via conference call. The board has weekly contact/ meetings to stay in touch and in sync with NCCAP members and the office. We have had 14 official board meetings this year.

E) Nominations report. Bryan Rife, ADC

At this time, NCCAP has decided to postpone the current elections until 2018. We are happy to announce that we did receive several qualified candidates from the central and west coast regions that will remain on the ballot until next year

There are currently 19 state reps, and we would like to fill the rest of the slots. Bryan thanked the board for all their hard work. Kathy Hughes was thanked for putting on a great symposium



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- F) Special Projects report. Linda Redhead, ACC
Chats are conducted weekly at 8:00 EST. Linda thanked all the chat hosts, and informed members of the MEPAP newsletter.
- G) CEO Report. Peter Illg, ESQ
Peter completed a PowerPoint introducing himself and highlighting his extensive experience and expertise leading strategic turn-around, reorganization and restructuring of global nonprofit organizations. He will lead and serve NCCAP motivated by his passion to serve mission-driven organizations. He conducted break-out session “What do you want Peter to accomplish this year”? These comments will be discussed at the round table this evening.

III. Committee Reports

State Representatives/Facebook/Technology, Bryan Rife, ADC

NCCAP needs 19 state reps, would you please help! See reports for the member clicks happenings.

Social Media/Website, Kathy Hughes, ACC

NCCAP has over 2585 people on Pinterest

Assisted Living, Bonnie Ruggles-Ruechel, ACC

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

Home Care and Strategic Plan, Dawn Worsley, ADC

The HC remains current and we are working on the strategic plan

Personnel Committee, Dawn Worsley, ADC

This committee interviewed candidates for the CEO job.

Transition Committee, Debbie Hommel, ACC

The Transition Committee was formed in March, 2017 by the NCCAP Board of Directors. Debbie Hommel, Past President, was appointed chair of the committee. Julie Reginek from Minnesota, Natalie Davis from Texas, Nancy Richards from Pennsylvania, and Theresa Thorland from Iowa were asked to join the committee.

IV. Comments

Miscellaneous Items. Participants/Attendees

Barbara Hearne “Would it be possible for NCCAP to work with MPLC to extend the licensing agreement to all levels of LTC”? (AL, retirement etc.)

Recognition, Dawn Worsley, ADC

A certificate was given to Barb Eckert for a scholarship for IADA in memory of her husband.

Incoming Board Induction, John Rowlet

Kathy Wright Moore, ACC, Board Appointment (filling vacancy 2016–2019) this was completed via “zoom”

Adjournment, Dawn Worsley, ACC. Time: 9:07am



2018 Nominations Report

I was appointed to the NCCAP Board in July, 2017 to fill an opening left by the resignation of Board Member Sherry Barzak. My immediate responsibilities were to assist with processing certification applications and answering the info@nccap.org emails.

STATE REPRESENTATIVES

In addition to the formal Nomination and Election Process of NCCAP, this position also works with the NCCAP State Representatives. During the past year, we were able recruit several new State Representatives to ensure full coverage throughout the United States. NCCAP Board members were assigned to the few remaining States that did not possess an in-State Representative. There is a complete list of all State Representatives on the NCCAP website. We Email each State Representatives periodically, seeking their support in representing NCCAP at local, State or regional conferences, meeting and events. The response to these requests has been mixed and varied. It will be necessary to work more closely with State Representatives to ensure that NCCAP maintains a higher profile image and presence at the State level. As part of this process to support NCCAP State Representatives, a new set of NCCAP-branded templates has been created and is intended to be used during the Fall conference season of 2018.

BOARD ELECTIONS

We received nine nominations for the 3 standard 2-year Board positions that come up annually, as well as one 1-year position for the remaining term of Treasurer.

Nominations included: Kate Lungren, Kara Reiser, Murvell Del Pino, Melanie Russell, Rita Anand, Lori Presser, Ivone May, Theresa Thorland, and Linda Redhead.

Elected were: Murvell Del Pino from Maryland, Lori Presser from Ohio and Linda Redhead from New York was re-elected to her second term. Based on total votes, Kara Reiser from Minnesota was elected to fulfil the remaining 1-year term. Formal positions will be assigned during the in-person Board Meeting in Virginia Beach in June 2018. We extend our appreciation to all who ran and voted.

As a member of the Board, I have assisted the President and the Education Committee in re-designing and updating the MEPAP Training materials. We are providing webinars to all MEPAP instructors along with information about the updated materials and new requirements.

It has been an honor to serve on the NCCAP Board and assist where needed to achieve our goals and mission.

Respectfully submitted,

Debbie Hommel, ACC/MC/EDU, MDEC, CTRS

Nominations Committee



2018 Special Projects Report

Over the past year, the NCCAP Board has worked tirelessly to move this organization to the next level and I can truly say that we have had challenges. At the same time, the NCCAP Board and Committees have strongly supported each other every step of the way and we have made truly significant progress. Responsible for Special Projects, I was involved in a variety of activities that stretched my creativity and connected me to some amazing Activity Professionals. Below is a summary of what I have accomplished over the past year and continue to work on with my colleagues.

ONLINE EDUCATION

In the interest of modernizing our online education, NCCAP decided to discontinue the weekly “Chats” last summer. NCCAP then introduced a series of Monthly Webinars after the ‘Call to Action’ last fall. The online platform we used is called “Zoom,” which enabled as many as 100 attendees at a time to participate and receive one clock hour of continuing education for free. I coordinated practice sessions with the instructors and moderated the webinars alongside the instructors who presented. The following are the instructors and topics that were presented. It was a great experience working with these talented people.

- September 2017: ‘The Art of Leadership: How to Guide and Excite the Activity Team,’ Nancy Richards, ADC/MC, CDP & Sherita Sparrow, ADC, CDP
- October 2017: ‘The New Regulations,’ Dawn Worsle, ADC/EDU, MC
- November 2017: ‘How Incontinence Impacts Physical, Mental Health & Well-Being,’ Tony Forsberg, RN
- November 2017: ‘The New Regulations: Ftag 679,’ Dawn Worsley, ADC/EDU, MC
- December 2017: ‘Ambassador Programs in Long-Term Care,’ Renee Markle, MS, ACC
- January 2018: ‘Essential Oils and Activities,’ Melissa Margotta, ADC, MC
- February 2018: ‘Personality Profiles and Tips on Communication,’ Becky Dinello, ADC

Each webinar was recorded and uploaded to the NCCAP YouTube channel. Those who were not able to watch the live sessions were able to claim credit up to three months after the session aired by watching the recorded session. Moving forward, as part of our commitment to collaboration and unification with our Professional Association, only NAAP is offering educational webinars going forward.

TUTORIALS

The following video tutorials were created at the request of the NCCAP Board based on the demand of NCCAP Certified Professionals and office staff who received numerous frequently asked questions (FAQs) regarding NCCAP online education and the new online application and renewal processes.

- ‘NCCAP Webinars: How to Participate’
- ‘NCCAP: How to Create Your Own Profile on the Website’



- 'What is a Continuing Education'
- 'How to Upload CE to my Profile'

CONTINUING EDUCATION

Last Fall, I covered for Jane Anderson, Secretary who was on medical leave for a few months. In her place, I reviewed Continuing Education Approvals and MEPAP Instructor Requirements.

EXPO PASS

Having found a user-friendly App to validate attendance at the NCCAP Symposium, we continued to utilize this App at the 'Call to Action' and will use it at the upcoming, final NCCAP Symposium. With the assistance of Bryan Rife, Vice President, and the NCCAP Office Staff, we are able to enroll registered attendees and upload session information, speaker information, session handouts, and print name badges as well as keep track of who attended which session.

NEWSLETTER

NCCAP has transitioned from "YMLP" to "Memberclicks" as the online web-based newsletter software system for creating and sending out the NCCAP Newsletter. We now have the monthly newsletter generated directly from the NCCAP website and take advantage of the information already entered into the database of Certified Professionals. Every month I collect articles from the Board and other professionals in the field, edit, format, and design an interesting and engaging Newsletter that is delivered electronically to either desktop computer email or to a mobile device.

Last but not least, I am very happy to have been re-elected to the NCCAP Board for another final 2-year term. I look forward to serving another term overseeing Special Projects and thank everyone for their vote. It is my hope that we continue the good work we started. All I can say is that the future is pregnant with possibilities - 'It's a new day at NCCAP!'

Respectfully submitted,

Linda Redhead, MS, ACC/EDU

Special Projects