



June 25, 2008 – Updated July 7, 2008

M E M O

TO: ADMINISTRATIVE COMMITTEE - (UPDATED FOR OFFICE COMMITTEE)
FROM: DRISHA LEGGITT, EXECUTIVE DIRECTOR
RE: STATE OFFICE REPORT – POLICIES & PROCEDURES CHANGES

The CAHPERD office hosted the first of what will be regularly scheduled Staff meetings on June 11, 2008. The following are some changes, policies and procedures that were established or launched as a result of that meeting:

Regularly Scheduled Staff Meetings:

- CAHPERD general office staff meetings will always be every other Tuesday afternoon at 2:30 pm, beginning July 1, 2008 – Board members and volunteer leaders are welcome to attend these staff meetings.

Publications:

- The last Journal developed by Quentin is now at the printer. It will be distributed next week. We are immediately beginning development of the CAHPERD newsletter.
 - Journal was distributed June 27, 2008.
 - Gathering Newsletter articles now.
- We have a publications/deadline calendar for use by all CAHPERD leaders. These deadlines will also be posted on the CAHPERD master calendar.
 - After receiving feedback during the Admin. Committee meeting, the calendar is being revised now.

Central CAHPERD Calendar:

- We have developed a central calendar for staff and are in the process of developing an overall CAHPERD calendar that will list all CAHPERD-related events, meetings, awards

ceremonies, deadlines, etc. We plan to post the central calendar on the website for reference and use of all CAHPERD members.

- Staff is now investigating calendar-specific software used by CSU's (among others) that may be more conducive to our needs. Will have recommendation for September Board meeting.

Personnel File Letters & Evaluations:

- Memos have been written formally notifying the CAHPERD staff regarding their Board-approved salary increases, as well as a notification that the CAHPERD position of receptionist is now permanent (rather than temporary).
 - Careful examination of the budget uncovered that the Administrative Committee – and subsequently the Board – had the wrong totals for CAHPERD employee(s) base pay, and thus had the wrong totals for 2008-2009 salaries. The E.D. worked with the Administrative Committee to receive approval to update the budget; confidential memos were sent by the E.D. to the CAHPERD Treasurer and copied to the Admin. Committee outlining the updates (see enclosed memo).
 - Retroactive paychecks were cut last week and hand delivered by E.D., thanking employees for continued good work.
- Employees were notified that annual evaluations will be conducted from this point further; and a formal, CAHPERD Evaluation form is under development and will be provided to the Office Committee for comment/changes/approval very soon.

Office Transition:

- To save CAHPERD over \$700 in labor and materials fees, and have the office painted in a timely manner during the transition period between Executive Directors, the CAHPERD staff painted the office themselves. In return, Drisha authorized a group lunch as a thank you to the staff for dramatically saving CAHPERD budget.
- Drisha purchased used office furniture (desk and cabinet) set totaling \$1,000 under our budget. Drisha also negotiated \$700 in chairs donated for free to CAHPERD, and was promised a “good deal” and/or donation on a new conference table and chairs when CAHPERD was in need.

Website:

- Barbara Ann has requested updated photos and bios from all CAHPERD Board and Committee leaders to post on website; she has had a difficult time receiving the information, and is still working on it.

- In the meantime, Drisha had the web manager change all of the names and email addresses. Photos and bios will be added as they are received. We are uploading photos Sue took at the May meeting immediately.
 - Please see enclosed, suggested list of changes in progress at this time.
 - Please check www.cahperd.org to review changes already made.
- Staff has collected lists of suggested changes/additions to the CAHPERD website; Drisha has added these recommendations to the proposed overall plan for redesign and development.

Corporate Memberships:

- All existing Corporate Membership contracts will be under review in the next month. Staff will flag any concerns for the Board prior to the September meeting.
- A comprehensive Corporate Membership benefits document will be created that clearly outlines benefits and levels of sponsorship.

Jump Ropes for Heart & Hoops for Heart:

- Drisha is working with the Exhibits and Advertising Coordinator to also include more of the CAHPERD coordination of Jump Rope and Hoops for Heart. Jessica is working with Drisha, our local American Heart Association, and AAHPERD contacts to develop a plan to increase CAHPERD membership participation (and subsequent fundraising success) in this program.
 - A meeting is being scheduled now with AHA and CAHPERD to move forward on this plan.
- Drisha collected “Best Practices” for supporting and building the JRFH and HFH programs during the LDC conference; please see LDC report for more information and recommendations.

State Conference:

- We now have a preliminary lay-out of the Exhibits Hall and have increased the number of potential exhibitors by approximately 40 (please see Jessica’s report).
- Drisha has added recommendations and best practices for potential additions and changes to be implemented at the 2009 CAHPERD conference (please see LDC report).

Memberships:

- Drisha and Grace are working closely together to 1) better define CAHPERD membership benefits; and, 2) better communicate CAHPERD membership benefits. We

will have recommendations for the Board of changes/additions/communications tools to address the aforementioned before the September meeting.

- Grace is collecting a list of potential organizations that may offer CAHPERD members further benefit, at no cost to the CAHPERD organization (such as special, membership discounts, etc.). We will have a list of potential benefactors and further membership benefit opportunities prior to the September Board meeting.
 - We have secured special discounts for members with all existing CAHPERD sponsors, as well as Avid and Budget Rental agencies.

President's Council on Physical Fitness & Sports:

- Drisha met with the Presidential Appointee/Executive Director of the PCPFS while in Washington D.C.
- CAHPERD is now the PCPFS State Advocate and will be their first primary partner for identifying programs worthy of national awards, "Model" status and grants.
- CAHPERD's association with PCPFS should make CAHPERD more "attractive" for potential Federal grants or national awards, due to our national affiliation/partnership.