

Dear Terry,

Thanks again for meeting with me yesterday. I really appreciate the feedback, as well as the confirmation and prioritization of first year goals.

As promised, the following is a list of the goals I hope to achieve – and be evaluated against – in the upcoming year. Please feel free to let me know if I have missed any higher priority items, and/or offer suggestions as to how I might be most successful at tackling the list:

- Create Regular Staff Meeting Schedule and Calendar for Board participation in State Office meetings whenever possible.
 - Create and schedule annual Staff Reviews and Evaluations.
 - Create standardized CAHPERD Staff Evaluation Forms and supporting materials.
- Create a Publications & Events Deadline Calendar for 2008-2009.
 - Include sub-deadlines that include solicitation of submissions & follow-up procedures.
- Update, enhance and improve the CAHPERD Journal and newsletter:
 - Complete and distribute Quentin's final edition of the Journal as quickly as possible.
 - Contact and collect CAHPERD ideas and suggestions for future publication articles.
 - Create new and/or enhanced "Editorial Board" to review publication content prior to printing.
 - Redesign publications where most appropriate.
 - Review all advertising contracts – require updated or more appropriate ads if possible.
- Update and enhance CAHPERD website:
 - Create comprehensive web content "Tree" with Board, Staff and appropriate volunteers.
 - Request content and use "wish lists" to augment present information and address unmet needs.
 - Redesign website to include more interactivity, member programs/photos/information, etc., and greater "Members Only" information/products, driving additional member recruitment.
- Meet and (when appropriate) "Reenergize" CAHPERD leaders and volunteers in State Office and in "The Field".
 - Collect information regarding regional programs and needs.
 - Create list and prioritize for Board suggestions of programs, etc., CAHPERD may implement in E.D. year two, to better meet volunteer needs.
- Review all Corporate Membership agreements.
 - Identify CAHPERD responsibilities.
 - Renegotiate if needed.
 - Create Corporate Member (or Sponsor) "Hit List" for Board of Companies/Organizations CAHPERD should approach for future, business or affiliate support.
- Create comprehensive plan to engage and recruit more college and University participation/memberships into CAHPERD.

- Develop potential conference program/agenda – then solicit volunteers to implement – conference topics of specific interest to college/University instructors and future professionals.
- Review CAHPERD Student member/conference participant pricing/policies; offer Board suggestion(s) for changes if appropriate.
- Offer E.D. to provide CAHPERD presentations to college/University classes.
- Work diligently to present a successful and well-attended State Conference.

This is a very long list with much to accomplish in Year One. Please feel free to let me know if you feel any of the aforementioned items may be pushed to Year Two. And please let me know if you need anything else from me.

Again, thank you for this opportunity. I'm very excited about this new position, and promise to make you and the CAHPERD Board proud that you hired me!

Best Wishes,

Drisha