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## Report of the Executive Director for December, 2019

- Membership e-blasts
- Worked on Recreation and Dance award proposals
- Web site updating post conference
- Augusta Elks, Comfort Inn for leadership
- Zoom call Dana, Kayla to plan leadership
- Dec. 1 – emails to conference attendees with balance due: Biggs, D’Agnostino, Dangler, Dennison, Klopp, O’Connell, Riddle
- Dec. 2 – email to Subway, Krista Karch and Kelly Roderick for unpaid exhibit hall invoices
- Call with Mary Schafhauser – Pine Tree Camp
- Conference call with Joanne – conference debrief
- Welcome email to Emma and Jesse to the board
- GWIS grant application
- Traveled to Rumford to sign bank papers and met with Kathy about finances
- Met with Windham curriculum coordinator and assist. Supt. About regional workshop in March
- Emails to regional OFP winners’ professors (Jamie Dillon and Megan DeMorris)
- Winter Wellness email blast
- Met Bob Oates – retired PE teacher about presenting in Windham and at MAHPERD
- Began working on Past President invitation for 2020 conference
- Emails to board members for 2020 membership
- Emailing with Carol Ciotto about SAM LDC in Portland, June 2020
- Dana follow up about leadership planning’
- Letter to Emma Campbell to confirm board position

Deb Smith, Executive Director

January 1, 2020

Submitted to Maine AHPERD Board