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## Report of the Executive Director for May, 2019

- Emails to board members about leadership
- Membership May e-blasts
- Meal costs for conference
- Working on 2019/2020 budget
- Rec award
- PE sharing workshop
- Created google form for PE sharing feedback
- Contacted BSB about \$500 donation for conference lunch
- Emailed Stephanie Swan about reviewing TOY applications
- Created sponsorship letter
- May board meeting
- Sent MAHPERD membership email to MRPA members
- Set up 2019 exhibitor registration on web site
- Email to Kim Wetloffler for sponsorship of Thomas Dahlborg
- Follow up with conference presenter RFP's requesting payment
- Conference call with Andy about OFP's
- Conference call with Pam Powers about being 2019 conference keynote
- Prepared materials for conference planning May 29<sup>th</sup>
- Conference planning meeting with board members
- Worked on conference planning sessions and RFP follow up

Deb Smith, Executive Director

June 2, 2019

Submitted to Maine AHPERD Board