



Engage • Educate • Inspire

Report of the Executive Director for November, 2018

- Conference planning/sessions/speakers etc
- Samoset contracts/financial forms
- Conference details with Samoset
- Annual conference
- Processing paperwork for bill payments
- Follow up with Joanne
- Letters to OFP's
- Exhibitor survey
- Posted 2019 RFP form on web site
- Regional workshop google form
- November email to membership
- Compiled conference session evaluations
- Compiled 2018 meeting agenda/minutes/treasurer reports/President & ED Reports for Paula Hodges (archivist)
- Thank you to Grace Leavitt – MEA President for student lunch donation at conference
- Itemized conference budget
- 2019 meeting dates confirmed with Susan and sent to board members
- Leadership planning meeting with Susan, Maria and Dana
- Created new board member form

Deb Smith, Executive Director
Submitted to Maine AHPERD Board
December 3, 2018