

PSENA A Agenda

Topic	Submitted By	Request Date	Person(s) Accountable	Target Completion Date	Date Completed	Notes	Priority H (high) M (med) L (low)	Status C (completed) OH (on hold) IP (in progress)
<b>Awards</b>								
PSE NAA Hall of Fame Awards	Sherry Oring, Gwenn Paness, Brandon Kelly, Angelle Bertrand, Chrissy Schneider	8/1/03	Sherry Oring	8/1/04		Preliminary meetings were held in 2003-04. Nomination forms have been designed. Judging panel criteria needs to be established. Forms sent for approval by 8/27.	H	IP
Plan for Scholarship for Alumni attending Graduate School	Michael Yip	7/24/04	Michael Yip	1-3 yrs.		Mike will talk to Elaine and Kerry 8/31.	M	IP
<b>Membership Retention</b>								
a. One to Five Year plan for activating inactive alumni b. One to Five Year plan to keep graduating seniors involved	Mark Henderson & Derek Speaker	7/1/04	Mark Henderson & Travis Zito, Derek Speaker	8/1/04		Plans to be developed in Minneapolis with action items for this year and following 4 years. NAA Regional Conference attendance by NAA members this year. Kelly will email schedule of regional conferences to Board Members by August 1st so that we can assign NAA members to attend each conference & find out from HQ time available. NAA Presentation/Template will be developed and approved by September 1st. Demographic Survey published by 9/15.	H	IP
Regional Alumni Contests & Socials to bring alumni back into the fold (50 NAA active members by 2005 in Miami)	Travis Zito	6/30/04	Travis Zito & Regional Directors	4/1/05				
<b>Professional Development</b>								
Professional Certification Development	NAA Board	6/27/04	Lee Melancon, Emily Saunier, Willis Turner, Katie Kemp, Mike Echols, Joe Montiero	5/1/05		Instructors and curriculum objectives will be outlined by 10/1. Should be ready for inclusion in Convention promotion materials and program	H	IP

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<b>Communication to Alumni</b>								
NAA Brochure (for graduating seniors & inactive alumni) to be distributed via email, and at regional and national conferences	Kelly Greenauer from Darin Pfeifer (recent alum) request to HQ	5/17/04	Lee Melancon, Emily Saunier	Rough Draft due 7/23/05		Lee has brochure. Will email out to email list for approval by 7/29. Two weeks for approval from list. Lee mailed out brochure for comments 7/28. Comments received from a few on the board.	H	IP
Email Updates to all Alumni (Alumnet)	Kelly Greenauer	6/1/04	Kelly Greenauer			Monthly 2nd week in August.	H	IP
Newsletters	Barb Saunders & Sherry Oring		Barb Saunders & Sherry Oring, Lee Melancon			Dotted Lines - Repitition of newsletter information. Quarterly newsletters and monthly emails. Quarterly beginning on or about September to include Industry news, alumni in the news, transitions, tid bits, NAA announcements, Professional track development	H	
NAA Website Maintenance	Mark Henderson, Kelly Greenauer, Barb Saunders, Jon Young	8/1/03	Kelly Greenauer, Lee Melancon, Derek Speaker	8/1/04 and on going			H	IP
<b>Finances</b>								
Fundraising/Sponsorship package	Michael Yip	6/27/04						
<b>Chapter Development</b>								
Research and create model of strong chapters for struggling chapters	Emily Saunier	6/27/04						
Improve on Crossover Ceremony at 2005 Convention for Graduating Seniors with future expansion to winter graduates at Regional Conferences	Sherry Oring	5/31/04	Sherry Oring	4/1/04 and on going		New Alumni ribbon or some recognition item Begin finalizing this process in October for completion in 2/05.	H	IP
<b>Miscellaneous</b>								
Historian Position Creation	Mark Henderson	5/31/04	Mark Henderson				L	