

NDPTA BOARD OF DIRECTORS ACTION FORM
WINTER MEETING 2009

ACTION

RESPONSIBLE PERSON(S)

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|--|---------------------------------------|
| 1. Disseminate Packet One of RC's and seek input from members | Cindy Flom-Meland and Heather Lundeen |
| 2. Research purchase and use of promotional t-shirts | Danette H., Schawnn D. and Missy T. |
| 3. Teach 2 hour presentation on defensible documentation | QA Committee |
| 4. Work with CE Committee to transition new chair and members | Meridee Danks |
| 5. Develop a list of vendors to supplement Alyson's list | Lee Werchau |
| 6. Place "Get Off Your Rocker" on NDPTA website | Suzy Sandsmark/PR Committee |
| 7. Generate quarterly e-mail to all student reps. | Kathy Day |
| 8. Write letter to all committee members with participation expectations | Kathy Day |
| 9. Work with Jody Gandy on strategic planning session | Kathy Day |
| 10. Write up position description for IT person | Jennifer Iverson/IT Task Force |
| 11. Get information to membership on 3 Hour Rule for Rehab facilities | Pat Carter |
| 12. Treasurer and CE Committee to analyze how funds are spent for CE | Sue Jen0 and CE Committee |