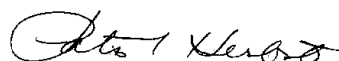


President – Patricia Herbst
Annual Report
2015-2016

- Chaired Board meetings
- Created and mailed out Agendas and President Reports for all meetings
- Worked with fellow Board Members in developing Fiscal 2015-16 Plan of Work for the organization; compiled Plan of Work Report and Directors Annual Reports for AGM.
- Implemented Go-To-Meeting to host Board Meetings and Continuing Education Courses.
- Assisted in the planning of the 13th AGM and Chaired November 2015 ACENA Annual Membership Meeting; presented Director Annual Reports and 2015/16 Plan of Work.
- Promoted Conductive Education to the community
- Assisted with the budgeting process
- Attended ACENA Website Subcommittee meetings, along with partnering with volunteer intern from University of Michigan to develop updated ACENA website on weebly.com
- Attended ACENA Marketing Director and Subcommittee meeting to develop banners to promote CE/ACENA at conferences, etc.
- Assisted Director of Membership with outreach to members; directly contacted expired members and encouraged renewal.
- Worked with ACENA Conference subcommittee in planning for the March 2-4, 2016 Annual ACENA conference hosted by CECO
- Served on research meeting at Center for Independence, with March of Dimes, Conductive Learning Center, The Movement Center and Governors State University to continue efforts in expanding research on Conductive Education
- Assisted on ACENA Scholarship Committees for ACENA Conference and World Conductive Education Conference.



Patricia Herbst
August 2016

Director of Practice – Andrea Berecz-Prewitt

Annual Report

2015-2016

- Attended on ACENA BOD meetings
- Facilitated organizing webinars along with Director of Continuing Education
- Participated on meetings and contributed to the work of the subcommittee creating the Code of Practice and Code of Ethics Document for conductors
- Reached out to Centers and conductors to gather documents to update Practice Manual
- Created organized folders on Google Drive for easy access to centers uploading documents (for Practice Manual)
- Participated on some meetings about the CE conference

Director of Advocacy – Anita Keresztury

Annual Report

2015-2016

- Attended ACENA Board meetings on a regular basis
- Participated and presented at the ACENA Conference in Orlando ,Florida in March,2016
- Drafted and implemented the Advocacy Plan of Work, Fiscal 2015/16
- Planned and implemented The National Conductive Education Awareness Day 2016
 - A) Developed and implemented a Skype session between participating conductive education Centers in the USA
 - B) Continued communication between the conductive education centers in North America
 - C)Planning the next meeting of participating ACENA Board members in Portland, Oregon in October 2016

Thank you for the opportunity to work in ACENA, in order to make CE better in North America!

Submitted by:

Anita Keresztury CET

Anita Keresztury

Director of Program Operations-Vicki Briley

Annual Report

2015-2016

- **Attended ACENA Board meetings on a regular basis**
- **Develop and Expand Program Manual**
 - No progress made on manual, as energies were placed on hosting of ACENA Conference
- **Program Administration Outreach and Support**
 - Worked with CECO team to create/implement the National ACENA Conference and Technology Expo in Orlando, FL.
 - Co-presented a break out session at the conference along with Krisztina Weiszaupt: “Blending Disciplines”
 - Sent personal email invites for Conference to 27 Conductive Centers/organizations across N. America
 - Requested topics of interest from those contacted
 - Made personal phone calls to many Conductive Centers as follow up to email invites
- **ACENA Recruitment**
 - Active recruitment efforts were made via Conference connections and contacts

I would like to personally thank all the ACENA Board Members and general ACENA Members for the opportunity to serve on the Board. Through the trainings I have provided throughout my tenure, as well as my front line work on the National ACENA Conference, I hope that I have represented the organization and discipline in a positive light. As my time on the Board draws to a close, I will continue to focus my energies on promoting the benefits of C.E., as I believe in the merits of the discipline. I also believe that C.E. is a logical and practical “fit” with ESE strategies and discipline, and will continue to give my all to enhance the programming provided at CECO, and in our community.

With sincere gratitude,

Vicki Briley

Director of Continuing Education – Beth Lynch
Annual Report
2015-2016

- Attended ACENA Board meetings on a regular basis
- Drafted and implemented the Continuing Education Plan of Work, Fiscal 2015/16
- Attended the ACENA Annual General Meeting via webinar (November 2015)
- Promoted ACENA AGM to all ACENA members

- Co Chaired and worked on NACA development
 - Helped to complete and proof comments, edits on the code of practice and code of ethics. Communicated with editor to finalize documents
 - Presented on NACA at the ACENA Conference 2016
 - prepared handout and presentation on NACA for ACENA conference
 - Organized sub committees to work on code of ethics, code of practice, logo and pamphlet development, etc

- Actively participated on the 2016 ACENA conference planning subcommittee
- Sent out various information to current and past members concerning planning and implementing information for the ACENA Conference 2016
- Actively participated on the presentation proposal submission subcommittee for the ACENA conference 2016
- Actively participated in ACENA conference scholarship selection subcommittee
- Acted as liaison to partner with CECO in the planning of the ACENA Conference 2016
- Attended ACENA Conference 2016 and presented on 2 topics
- Sat at ACENA booth at conference
- Participated in ACENA conference 2016 wrap up meeting and presented findings to the board
- Continued to work on promoting ACENA Facebook page, recruiting members
- Continued to share professional development information on facebook page
- Worked with Director of Communication and created a private forum for ACENA members to access with professional development articles, webinars etc.
- Working to establish an easy way to record webinars to have available to post on the forum on the ACENA website.
- Communicated with various professionals who will be willing to do a webinar for us once we have the software prepared or recording

Submitted by

Beth Lynch

Beth Lynch, Director of Continuing Education ACENA

Director of Membership Annual Report – Elizabeth Filkins

Annual Report
2015-2016

Membership by categories as of June 16th 2016:

| | CET | RCP | PA | SCET | HLM | ASSOC | CEP | Total |
|--------------------------|-----|-----|----|------|-----|-------|-----|-------|
| Actual Membership | 33 | 7 | 15 | 7 | 2 | 2 | 3 | 69 |

Partner Associations: 1

Center memberships: 9

Director of Membership Goals Achieved and Tasks Completed:

- Maintained records of membership by updating as needed
- Provided updated membership listing to board on a monthly basis via spreadsheet
- Oversaw the updating of the ACENA Membership Directory
- Collaborated with the Director of Finance when receiving and processing membership applications and fees
- Printed and mailed ACENA Center Membership certificates as needed
- Worked with fellow board members to update/edit membership documents for the website
- Sent welcome letters to those joining or renewing their memberships, as well as copies of the Practice Manual and Operation Manual when requested
- Notified members of expiring memberships via email
- Worked with the board to expand membership categories to include Partner Associations
- Worked with fellow board members to contact expired members (individuals and centers) to encourage renewals
- Participated in ACENA Board Meetings
- Participated in ACENA Webinar
- Participated in ACENA Conference

Submitted by:
Elizabeth Filkins

Director of Finance – Gabriella Molnar
Annual Report
2015-2016

- * Attended ACENA Board meetings on a regular basis
- * Drafted and implemented the Finance Plan of Work, Fiscal 2015-2016
- * Attended the ACENA Annual General Meeting via webinar (November 2016); attended ACENA Conference
- * Informed Director of Membership of each membership payment to register members, centers
- * Record receipts and expenses
- * Reconcile accounts
- * Prepare all needed financial reports
- * File documents with Government agencies
- * Prepare budget

Looking forward to work with ACENA next year and helping with budget, accounts and balance.

Submitted by

Gabriella Molnar CET

Director of Communications – Brittany Jennings
ACENA Annual Report
2015-2016

WEBSITE

- Developed new ACENA site using Weebly
 - o Updated CE Directory, membership forms and paypal, CE Job Opportunities, CE Testimonials, Research page, National CE Day 2016, Center members and logos on home page
- Organized and led website subcommittee; held 7 meetings to review site
- Launched new site at ACENA Conference and sent out constant contact email blast
- Created ACENA Forum on website
- Created NACA Page
- Created ACENA Calendar to list all relevant events and ACENA meetings
- Developed Conference Subcommittee to select presentations from conference to go up on website

NEWSLETTER

- Releasing 4 issues annually
 - o October 2015 Issue
 - o January 2016 Issue
 - o April 2016 Issue
 - o Next: July 2016 Issue

Pull - Ups

- Reviewed and finalized CE Pull-up and ACENA Pull-up with past Director of Communications and Patti Herbst

Director of Communications Manual

- Created manual for future directors and uploaded to ACENA Dropbox
 - o Includes all login info, details on responsibilities and instructions for website and constant contact

Facebook page

- Used to share newsletters, new website and will also share forum information

Director of Secretary – Katie Lightfoot
Annual Report
2015-2016

- Attended ACENA Board meetings on a regular basis
- Drafted and implemented the Secretary Plan of Work, Fiscal 2013/14
- Attended the ACENA Annual General Meeting via webinar (November 2016); attended ACENA Conference
- Attended ACENA hosted educational webinars
- Emailed out monthly minutes to the board
- Respond and direct emails from our general ACENA email
- Represent ACENA at the UCP Family Conference in October with Abigail Payne from March of Dimes

Submitted by
Katie Lightfoot