

COUNCIL OF STATE ASSOCIATION PRESIDENTS
 Thursday, Executive Board Meeting
Cook Inlet Board Room Anchorage, AK
 May 17, 2012

Call to Order & Remarks

President Molly Thompson called the meeting to order at 12:02 p.m.

Treasurer's Report

Tara Gregori reported on the total assets and trends. Currently 43/52 states have paid dues. Alaska, Delaware, DC, Maine, New Hampshire, North Dakota, Utah, West Virginia, and Overseas have not yet paid 2012 dues. Tara has an email ready to go out to the states that have not paid dues and will contact those states that are here. As of today, there are 44 paid registrations for the spring CSAP meeting. The live auction this spring will be held during the social at the Anchorage Museum. Molly Thompson and Paulette Gentry will be the auctioneers for the spring auction so CSAP does not have to pay \$500 for an auctioneer. Operating guidelines for ASHA members attending CSAP will be discussed during this meeting as well as the Nancy McKinley award.

Total Assets \$118,557	<p>This figure is as of 5/1/12.</p> <ul style="list-style-type: none"> ◆ As of 5/1/12 - \$118,557 (up 2.4% from a year ago) <p><i>It is important to understand that market fluctuations have a direct impact on the Total Assets.</i></p>
Long-Term Reserve \$72,854	<ul style="list-style-type: none"> ◆ Long-Term Reserve of \$72,854 is up 5% from last year. ◆ CSAP policy is to target a reserve of 150% of total operating expenses (TOE). ◆ CSAPs Current reserve stands at 115% of the 2012 budgeted expenses. <p>TRENDS – Percent of Total Operating Budget</p> <ul style="list-style-type: none"> ◆ Fall, 2009: 81.5% ◆ Spring, 2010: 88.0% ◆ Fall, 2010: 102.8% ◆ Spring 2010: 105.7% ◆ Fall, 2011: 103.4% ◆ <u>Spring, 2011: 115.0%</u>
2011 Year End Budget	Based on presented finalized financial report for the fiscal year ending December 31, 2011.

	<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Actual 2011 Budget</u></th> <th style="text-align: center;"><u>Proposed 2011 Budget</u></th> <th style="text-align: center;"><u>2011 Variance</u></th> </tr> </thead> <tbody> <tr> <td>Total Expenses</td> <td style="text-align: right;">\$68,568</td> <td style="text-align: right;">\$65,594</td> <td style="text-align: right;">(\$2,974) Deficit</td> </tr> <tr> <td>NET SURPLUS</td> <td style="text-align: right;">(\$176) Deficit</td> <td style="text-align: right;">(\$1,736) Deficit</td> <td style="text-align: right;"><u>\$1,560 Surplus</u></td> </tr> </tbody> </table> <p>To summarize, the budget had anticipated a reserve draw-down to fund the website enhancement project. However, the draw-down became unnecessary as CSAP activities generated adequate funding.</p> <ul style="list-style-type: none"> ▪ Total revenue of more than \$68 thousand exceeded budget primarily due to the \$3,700 received from SCSHA. Other positive factors included better than budgeted attendance at the Charleston meeting, a generous contribution from our SCSHA host, and two successful live auctions. ▪ Meeting expenses in the spring exceeded budget but were then subsidized by SCSHA's donation. The fall meeting expenses were significantly favorable to budget as the social event was replaced by a live auction. 		<u>Actual 2011 Budget</u>	<u>Proposed 2011 Budget</u>	<u>2011 Variance</u>	Total Expenses	\$68,568	\$65,594	(\$2,974) Deficit	NET SURPLUS	(\$176) Deficit	(\$1,736) Deficit	<u>\$1,560 Surplus</u>
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<p style="text-align: center;">Current 2012 Budget</p>	<p>Based on presented financial report as of May 1, 2011.</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Actual 2012 Budget</u></th> <th style="text-align: center;"><u>Proposed 2012 Budget</u></th> <th style="text-align: center;"><u>2012 Variance</u></th> </tr> </thead> <tbody> <tr> <td>Total Expenses</td> <td style="text-align: right;">\$2,983</td> <td style="text-align: right;">\$63,194</td> <td style="text-align: right;">\$60,211</td> </tr> <tr> <td>NET SURPLUS</td> <td style="text-align: right;">\$29,975</td> <td style="text-align: right;">(\$3,094) Deficit</td> <td style="text-align: right;">\$33,069</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ Few outgoing payments have been made as of May 2012, due to limited CSAP activities. ▪ With the Alaskan venue for the spring meeting, the Proposed Budget anticipates relatively lower attendance. An annual deficit is reflected and a reserve draw-down of \$3,100 is planned for this year. ▪ Spring 2012 meeting revenues have already exceeded the conservatively budgeted amount. Total meeting expenses are projected to be within budget. ▪ EBS, with a Year-Round Leadership Circle sponsorship totaling \$4,200 is again sponsoring the auction/reception. In addition, EBS is providing attendee bags. 		<u>Actual 2012 Budget</u>	<u>Proposed 2012 Budget</u>	<u>2012 Variance</u>	Total Expenses	\$2,983	\$63,194	\$60,211	NET SURPLUS	\$29,975	(\$3,094) Deficit	\$33,069
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	<ul style="list-style-type: none"> ▪ AKSHA has donated \$1,000 to honor Molly as CSAP's President. ▪ Additionally, \$1,000 has been received from the auction of an Alaska travel package donated by ASHA. ▪ A successful live auction could position CSAP well for the rest of the year.
CSAP Membership	<ul style="list-style-type: none"> ◆ If all 52 CSAP members paid the \$375 in dues, we would bring in \$19,500. ◆ As of 5/1/12, we had collected dues from 43 of the possible 52 members, compared to 46 members this time last year. <i>The 2012 Proposed Budget reflected 49 CSAP Members.</i> ◆ States unpaid as of 5/1/12 included: Alaska; Delaware; DC; Maine; New Hampshire; North Dakota; Utah; West Virginia; Overseas. ◆ <i>An email has been sent to non-member states in an attempt to elicit membership/payment of dues.</i>

Meeting Attendance	<ul style="list-style-type: none"> ◆ CSAP typically budgets for 50 attendees for the fall meeting (\$13,750) and 43 for the spring meeting (\$11,825). These numbers are based on historical data and current trends. <p>TRENDS</p> <ul style="list-style-type: none"> ◆ Fall, 2009 – 39 registrants ◆ Spring, 2010 – 42 registrants ◆ Fall, 2010 – 48 registrants (46??) ◆ Spring, 2011 – 48 registrants ◆ Fall, 2011 – 23 registrants (as of 10/31/11) ◆ Spring, 2012 – 40 registrants (as of 5/1/12) <p><i>Spring meeting revenues have already exceeded the conservatively budgeted amount, with the Alaskan venue for the spring meeting; the budget anticipated relatively lower attendance. Forty paid attendees have registered at this time, compared with 48 at this time last year. Total meeting expenses are projected to be within budget.</i></p>												
50/50 Raffle	<p>TRENDS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">◆ Fall, 2009 – \$451</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>◆ Spring, 2010 – \$582</td> <td>2-meeting average for 50/50:</td> <td>\$516.50</td> </tr> <tr> <td>◆ Fall, 2010 – \$456</td> <td>3-meeting average for 50/50:</td> <td>\$496.33</td> </tr> <tr> <td>◆ Spring, 2011 – \$555</td> <td>4-meeting average for 50/50:</td> <td>\$511.00</td> </tr> </table>	◆ Fall, 2009 – \$451			◆ Spring, 2010 – \$582	2-meeting average for 50/50:	\$516.50	◆ Fall, 2010 – \$456	3-meeting average for 50/50:	\$496.33	◆ Spring, 2011 – \$555	4-meeting average for 50/50:	\$511.00
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	<ul style="list-style-type: none"> ♦ Fall, 2011 – \$395 <p>These figures represent the portion that CSAP earns. The gross amount brought in is split with the 50/50 winner.</p>	<p>5-meeting average for 50/50: \$487.80</p>
Auction	<p>TRENDS</p> <ul style="list-style-type: none"> ♦ Spring, 2009 \$4,610 ♦ Spring, 2010 \$3,126 ♦ Spring, 2011 \$4,327 ♦ Fall, 2011 \$3,925 <p>The live fall, 2011 live auction was a “trial run” to determine if it we were making a sound financial decision to eliminate the silent auctions during fall meetings. Results from the Fall 2011 live auction indicate the benefit of continuing with live auctions at both Spring and Fall CSAP meetings.</p>	<p>Average of 4 live auctions: \$3,997</p>
New Business	<ol style="list-style-type: none"> 1. Discussed creating operating guidelines regarding financial responsibility of ASHA representatives/speakers attending CSAP, as the ratio of paid/non-paid attendees has a significant impact on CSAP's budget. With an increased number of ASHA presenters, the ratio of non-paid attendees at meetings may continue to rise. A clear and consistent policy that is followed would change this from an annual discretionary executive decision to a documented practice that should have benefits for both CSAP and ASHA. 2. Due to the current financial climate, discussed the possibility of changing the standard presentation of the McKinley Award from the Spring meeting to the Fall meeting to facilitate greater likelihood of the recipient attending and helping to off-set travel expenses, as most recipients would attend ASHA following CSAP. 3. Discussion regarding making donations as an organization. 	

Activities of the Business Office / Issues for Discussion

CSAP has obtained sponsorships to include: EBS Leadership Circle sponsor and providing bags to participants; Super Duper and Hanen Center donated door prizes.

CSAP social and live auction will be held at the Anchorage Museum. Access is available at 6:30 p.m. We have access to the Atrium Center and the Alaska Floor. Dinner will be provided at 7:30 followed by the auction.

Additional financial information provided by Bob:

Currently our financial position is at the highpoint as bills have not been paid yet for this meeting. A draw down was budgeted for last year and not needed. Depending on the live auction, it may not be needed this year either as registrations were higher than expected.

COUNCIL OF STATE ASSOCIATION PRESIDENTS

Summary of Financial Position

May 1, 2012

Summary of Cash Position

Cash and Investments - 12/31/11		\$95,526.48
Cash Received	32,662.50	
Expenditures (per attached schedule)	(2,982.72)	
Investment Income and Changes in Value	4,741.72	
Other	(11,391.26)	
		<hr/>
Net Cash Received		23,030.24
		<hr/>
Total Cash and Investments @ 5/1/12		\$118,556.72

Summary of Cash Received

Membership Dues	\$16,125.00	
Meeting Registrations and Socials	10,337.50	
Auctions and Raffles	1,000.00	
Sponsorships	4,200.00	
Teleseminars	0.00	
Other	1,000.00	
		<hr/>
Total Cash Received		\$32,662.50

Summary of Accounts

Fidelity Bank Checking Account	\$45,702.76	
Fidelity Money Market Account	6,850.83	
Vanguard Index Fund (FMV)	66,003.13	
		<hr/>
Cash and Investments - 5/1/12		\$118,556.72

COUNCIL OF STATE ASSOCIATION PRESIDENTS
Statement of Revenue and Expenses
Actual vs. Budget
For the Period ending May 1, 2012

	Actual 2012 1/1/12 - 5/1/12	Approved 2012 Budget 1/1/12-12/31/12	Variance Fav (Unfav)
REVENUE			
Membership Dues	\$16,125	\$18,375	-2,250
Investment Income	295	1,200	-905
Teleconference	0	750	-750
Reserve Drawdown	0	3,100	-3,100
Corporate Sponsors	4,200	9,000	-4,800
Spring Meeting			
Registration Fees	10,338	10,275	63
Auction/Games	1,000	3,500	-2,500
Donation - States	1,000	0	1,000
Fall Meeting			
Registration Fees	0	14,000	-14,000
Auction/Games	0	3,000	-3,000
Donations - States	0	0	0
Total Revenue	\$32,958	\$63,200	-\$30,242
EXPENSES			
Business Office			
Management Services	50	\$17,199	\$17,199
Marketing Services	0	3,750	3,750
Website Services	0	1,200	1,200
Staff Hotel & Travel	1,712	3,900	2,188
Administrative Expenses	341	3,700	3,359
Teleconference	58	120	62
Website	0	225	225
	<u>2,111</u>	<u>30,094</u>	<u>27,983</u>
Executive Board			
EB Hotel	0	6,800	6,800
EB Travel	0	3,500	3,500
EB Communication	0	150	150
All Other	22	150	128
McKinley Award	0	1,000	1,000
	<u>22</u>	<u>11,600</u>	<u>11,578</u>
Spring Meeting			
Speaker	0	0	0
Catering/Social	500	6,000	5,500
Audio Visual	0	2,000	2,000
All Other	350	1,000	651
	<u>850</u>	<u>9,000</u>	<u>8,151</u>
Fall Meeting			
Speaker	0	0	0
Catering/Social	0	10,000	10,000
Audio Visual	0	1,500	1,500
All Other	0	1,000	1,000
	<u>0</u>	<u>12,500</u>	<u>12,500</u>
Total Expenses	\$2,983	\$63,194	\$60,211
NET PROFIT (LOSS)	<u>\$29,975</u>	<u>\$6</u>	<u>\$29,969</u>

President's Report

Molly discussed her report. Committee positions are full with the exception of Issues on Planning. She has worked with the management firm to obtain speaker information, arrange for the fall meeting, and review "things to do".

Communication with ASHA leaders took place for programming for the spring CSAP meeting as well as continuation of the MOU between ASHA and CSAP. This document will be ongoing and reviewed annually at the fall meeting without date stipulations in the contract.

Past-President's Report

Carol Fleming reviewed her report. She has been working closely with Molly in preparation for this meeting and reviewing the MOU for upcoming meetings. She worked with Liz for the online auction and the H.E.L.P form. Someone will need to take over the facebook page after the fall.

Joint Committee Report

Carol reported that Joint Committee members will meet Saturday during lunch. H.E.L.P. forms will be reviewed. A follow-up phone call will take place after the meeting.

Nominations/Elections

A conference call will take place after the meeting. There is only 1 other committee member right now. Flyers will be placed at the tables advertising the open positions.

Time and Place Committee

Susan Benson discussed upcoming meetings and reported that Wisconsin meets the requirements for hosting the May 2014 CSAP meeting. Carol Fleming moved that the 2014 conference be held in Milwaukee, WI with a second from Tara Gregori. The motion passed unanimously.

Local Arrangements

Fall 2012 Atlanta, Georgia Kelly Ball and Vince Clark will be local arrangements chairs.

Spring 2013 Rockville, Maryland at ASHA headquarters Deidre Trent and Kim Bell are considering the positions of local arrangements chair. Transportation and hotel issues were discussed for this meeting. This will be discussed during the Joint Committee meeting. A different venue for the auction/social will be discussed as well. EB members will meet with ASHA representatives prior to the social event this evening to further discuss the upcoming meeting as hotel contracts need to be put into place soon.

Fall 2013 Chicago, Illinois Sharon Foster is a possible LAC.

Spring 2014 Milwaukee, Wisconsin Dawn Merth-Johnson and Mary Bahr Schwenke will be local arrangement chairs.

President-Elect's Report

Paulette reviewed her report. She has really appreciated the time-line that was developed for her position. The upcoming teleseminar will be on the topic of Robert's Rules with Robbie Jackson from Washington. Another possibility for an upcoming teleseminar will be the new CEU requirements through ASHA and capturing all CEU opportunities as state associations. Paulette will be working with the nominating committee to continue to recruit commissioners and board members.

Commissioner on Issues/Planning

No report.

Commissioner on Communication and Technology/E-Newsletter Report

Commissioner, Regina Lemmon, submitted a report for review.

OLD BUSINESS

N/A

NEW BUSINESS

1. Free conference fees for speakers from ASHA if attending CSAP were discussed. This will be discussed at Joint Committee and could be part of a conference call this summer. The MOU will be reviewed in the fall. Clarification of the language "featured speaker" needs to be discussed further. ASHA does provide the CEUs for the event.
2. Lisa O'Conner passed away. She was President of CSAP in 2004. There is not a policy or budgeted money in CSAP for donations in honor of her. There is a scholarship available in her name at the University of California Fullerton. An article and photo will be placed on the website and in the newsletter with an opportunity for members and past presidents of CSAP to donate. CSAP will review the Nancy McKinley Leadership award and how it relates to other influential past presidents of the association. Molly will add information about Lisa's passing to the power point presentation during the Business Meeting and have a moment of silence in her memory.
3. The Nancy McKinley Leadership scholarship presentation is typically completed during the spring meeting. Dawn Merth-Johnson moved to change the presentation of the award to the Fall CSAP meeting and change to deadline for application to June 15th. Carol Fleming seconded the motion. It passed unanimously.
4. The next CSAP Executive Board meeting is scheduled for Tuesday, November 13, 2012 at 8 a.m. in Atlanta, Georgia.

Approval of November 2011 Minutes

Review of minutes with no additions or corrections. A motion was made by Carol Fleming to accept the minutes with a second by Tara Gregori. The motion passed unanimously.

The meeting was adjourned by President Molly Thompson at 2:25 p.m.