

COUNCIL OF STATE ASSOCIATION PRESIDENTS

Tuesday November 13, 2012

Executive Board Meeting

Room – Maple A Atlanta, GA

Call to Order & Remarks

President Molly Thompson called the meeting to order at 9:34 a.m. President Thompson thanked members of the Executive Board and presented them with a gift of a CSAP water bottle.

Approval of May 2012 Minutes

Review of minutes: A typographical error correction of Lisa O’Connor’s name spelling under New Business from “er” to “or” was noted. A motion was made by Carol Fleming to accept the minutes with the spelling correction with a second by Janice Wright.

Treasurer’s Report

Tara reported on the total assets and trends. Currently 46/52 states have paid dues with the exception of Delaware, DC, Maine, North Dakota, West Virginia and Overseas. As of today, there are 50 paid registrations for the spring CSAP meeting.

<p>Total Assets \$117,914</p>	<p>This figure is as of 10/31/12.</p> <ul style="list-style-type: none"> ◆ \$117,914 (10% from a year ago when CSAP had \$107,567) <p><i>It is important to understand that market fluctuations have a direct impact on the Total Assets.</i></p>												
<p>Long-Term Reserve \$74,243</p>	<ul style="list-style-type: none"> ◆ Long-Term Reserve of \$74,243 (Vanguard \$67,390 (>10% increase since '12) and Money Market \$6,853) ◆ CSAP policy is to target a reserve of 150% of total operating expenses (TOE). ◆ CSAPs Current reserve stands at 115% of the projected 2012 budgeted expenses. <p>TRENDS – Percent of Total Operating Budget <i>Fall, 2009: 81.5%; Spring, 2010: 88.0%; Fall, 2010: 102.8%; Spring 2010:105.7%; Fall, 2011: 103.4%; Spring, 2011:115.0%; Fall, 2012: 115.0%</i></p>												
<p>2012 Budget</p>	<p>As of 10/31/12</p> <table border="1" data-bbox="344 1638 1453 1827"> <thead> <tr> <th></th> <th><u>Actual Budget</u></th> <th><u>Proposed Budget</u></th> <th><u>Variance</u></th> </tr> </thead> <tbody> <tr> <td>Total Expenses</td> <td>\$29,087</td> <td>\$63,194</td> <td>\$34,107</td> </tr> <tr> <td>NET SURPLUS</td> <td>\$28.762</td> <td>(\$3,094) Deficit</td> <td><u>\$31,560 Surplus</u></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ◆ Fall meeting funds have not been paid out as of this time. ◆ For 2012, we are projecting that the full-year will be slightly favorable to Budget, 		<u>Actual Budget</u>	<u>Proposed Budget</u>	<u>Variance</u>	Total Expenses	\$29,087	\$63,194	\$34,107	NET SURPLUS	\$28.762	(\$3,094) Deficit	<u>\$31,560 Surplus</u>
	<u>Actual Budget</u>	<u>Proposed Budget</u>	<u>Variance</u>										
Total Expenses	\$29,087	\$63,194	\$34,107										
NET SURPLUS	\$28.762	(\$3,094) Deficit	<u>\$31,560 Surplus</u>										

	<p>although still a deficit of \$2,556. Hopefully, the fall meeting registrations and auction will support this forecast. An additional \$2,251 combined is needed to reach our budgeted revenue amount.</p>								
Projected 2013 Budget	<p style="text-align: center;"><u>Actual 2013 Budget</u></p> <p>Total Expenses \$73,094</p> <p>NET SURPLUS \$ (3,269) Deficit</p> <ul style="list-style-type: none"> ◆ The Draft Budget for 2013 shows a small deficit with another reserve drawdown of \$3,269, reflecting an increase in registration fees of \$50 for each meeting as well as a \$45 charge for lunch in the spring which will require some adjustments at the board meeting as plans for the 2013 spring meeting become more defined. ◆ Discussion of Preliminary Budget for 2013, Spring Meeting Price Increase from \$275 to \$325 due to expense of having meeting at ASHA headquarters. Price differentials include need for onsite meals vs. lunch on own (\$45); transportation; social costs. Budget Deficit of \$3300, roughly cost of the busses. ◆ Consideration of a dues increase or increase in meeting fees, although drawdowns from reserves can absorb minor operating losses. 								
CSAP Membership	<ul style="list-style-type: none"> ◆ If all 52 CSAP members paid the current \$375 in dues, we would bring in \$19,500. ◆ Of the possible 52 members, 45 members current as of 11/13/12. <i>The 2012 Proposed Budget reflected 49 CSAP Members.</i> ◆ States unpaid as of 5/1/12 included: <i>Alaska; Delaware; DC; Maine; New Hampshire; North Dakota; West Virginia; Overseas. Current unpaid states as of 11/13/12: Delaware; Maine; New Hampshire; North Dakota; Utah; West Virginia; Overseas; DC (pending payment)</i> ◆ CSAP Publications to consistently note need for dues payment. 								
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> <p>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). Final 50 paid attendees at \$325. <i>Alaska meeting expenses were within budget and exceeded projections.</i></p> <ul style="list-style-type: none"> ◆ Fall, 2011 – 47 paid attendees, 3 guests (as of 10/31/12). As of 11/13/12 there are 50 registered attendees. Budget reflected for 50 paid attendees. <p>Teleconference: 18 attendees.</p>								
Auction & 50/50	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">AUCTION TRENDS</td> <td style="width: 50%; text-align: right;">50/50 Auction</td> </tr> <tr> <td>◆ Spring, 2009</td> <td style="text-align: right;">\$4,61;</td> </tr> <tr> <td>◆ Spring, 2010</td> <td style="text-align: right;">\$3,126</td> </tr> <tr> <td>◆ Spring, 2011</td> <td style="text-align: right;">\$4,327</td> </tr> </table>	AUCTION TRENDS	50/50 Auction	◆ Spring, 2009	\$4,61;	◆ Spring, 2010	\$3,126	◆ Spring, 2011	\$4,327
AUCTION TRENDS	50/50 Auction								
◆ Spring, 2009	\$4,61;								
◆ Spring, 2010	\$3,126								
◆ Spring, 2011	\$4,327								

	<ul style="list-style-type: none"> ◆ Fall, 2011 \$3,925 ◆ Spring, 2012 \$4,584 <small>(combined)</small> ◆ Fall Budgeted \$3,000
New Business	<ol style="list-style-type: none"> 1. <i>2013 Budget</i> 2. <i>Spring Meeting Finances</i>

Activities of the Business Office / Issues for Discussion

The first draft of the proposed budget was prepared. The CSAP office assisted with the election: prepared, mailed and tabulated ballots. One teleseminar was administered with another coming in January. The CSAP office filed an annual incorporation report for Michigan. They are working on updating records of the 3 P's for each state.

The business office assisted with coordinating this meeting along with Kelly Ball and Molly. Future plans are being made for the DC meeting at the ASHA headquarters May 16, the fall 2013 meeting in Chicago, and the spring 2014 meeting in Wisconsin, which will be held at the Hyatt Milwaukee on May 15.

CSAP has obtained sponsorships to include: Pearson sponsoring the luncheon; EBS sponsoring bags and name badges; Butte Publications sponsoring item placement; Reading with TLC providing items for the bags; Therasicmplicity giving a monetary donation.

A total of 20 newcomers and 9 last timers are verified for this meeting. Bob Craven noted that the ratio is usually more equal of newcomers and last timers. There are 50 paid attendees along with 42 for the social event. 35 states are represented at this meeting.

Additional financial information provided by Bob Craven:

The Alaska CSAP meeting came in ahead of budget and exceeded expectations. Investments went up 10% which added to our assets. Our current predictions are that we will meet budget with a slight projected deficit.

COUNCIL OF STATE ASSOCIATION PRESIDENTS

Summary of Financial Position

October 31, 2012

Summary of Cash Position

Cash and Investments - 12/31/11		\$95,526.48
Cash Received	56,879.00	
Expenditures (per attached schedule)	(29,086.65)	
Investment Income and Changes in Value	(5,405.10)	
	<hr/>	
Net Cash Received		<u>22,387.25</u>
Total Cash and Investments @ 10/31/12		<u>\$117,913.73</u>

Summary of Cash Received

Membership Dues	\$17,250.00	
Meeting Registrations and Socials	26,775.00	
Auctions and Raffles	4,584.00	
Sponsorships	7,100.00	
Donations	1,000.00	
Teleseminars	170.00	
	<hr/>	
Total Cash Received		<u>\$56,879.00</u>

Summary of Accounts

Fidelity Bank Checking Account	\$43,670.51	
Fidelity Money Market Account	6,853.50	
Vanguard Index Fund (FMV)	67,389.72	
	<hr/>	
Cash and Investments - 10/31/12		<u>\$117,913.73</u>

President's Report

Molly discussed her report. She has reviewed the strategic plan with Paulette. No major changes are recommended. Molly has worked with the management firm to obtain speaker information, arrange for the fall meeting, and review the President's "things to do" list. Molly was contacted by Megan Carey, NSSHLA Past President who submitted a proposal for CSAP to consider. An annual performance review was conducted with the business office.

Communication with ASHA leaders took place for programming for the fall 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.

President-Elect's Report

Paulette reviewed her report. She has been working with Molly on reviewing the strategic plan. The upcoming teleseminar will be on the topic of "Updates: Changes and Requirements for ASHA CEUs" in January 2013 with Ellen Fagan, EdD . The July teleseminar is available for replay.

Past-President's Report

Carol reviewed her report. She has been communicating with Molly and Paulette and worked with Amber Heape on elections. She reached out to members to fill the election slate. Carol would like to see the voting occur online or via email to track the number of states voting in an attempt to increase the election returns. ARKSHA has set up an on-line voting system that could be used as a model. Carol contacted the individuals that did not secure enough votes. In regards to election procedures, the Past President works closely with the nominating committee. The President contacts those newly elected. The Past President traditionally will contact the nominees that do not secure enough votes. A form letter is needed for CSAP archives to use for contacting individuals. The CSAP office will review the current policies and timelines and write the proposed changes to the descriptions and timelines and send it out to the EB for voting.

Commissioner on Technology should be actively involved with the CSAP facebook account. Carol suggested a policy be put into place prior to May for social communication including facebook, Linked-In, and Twitter. Carol will add the CSAPusa@gmail.com and CSAP@robertcraven.com emails to the facebook account. It was mentioned that social media recommended postings for Twitter should be 5Xs/day and for facebook 2Xs/day.

Joint Committee Report

Carol reported that Joint Committee members will meet on Friday morning. H.E.L.P. forms will be reviewed at that time and Molly will run the meeting after Carol has to leave for another meeting. Paulette will be responsible for taking minutes at next year's meeting.

Local Arrangements

Fall 2012 Kelly Ball has worked with Molly for this conference.

Spring 2013 Molly reported that Craven Management has secured the contract with the Marriott Washingtonian Center. The auction will take place on Friday evening at ASHA. The social will take place on Saturday evening. This will be discussed further under New Business.

Commissioner on Issues/Planning

Janice Wright reviewed the survey results and comments from the Spring 2012 meeting with the majority indicating that there is a convenient registration process, the CSAP staff is courteous, and the sessions are beneficial with useful information obtained. Suggestions were utilized for planning current sessions for this meeting. Discussion occurred regarding these comments from the Spring 2012 meeting with historical perspectives and suggestions for future meetings. The Commissioner on Issues/Planning should notify the state associations each year to inform them about the items available on the CSAP website.

Time and Place Committee

Paulette Gentry reported that Susan Benson has been working on the CSAP meeting for spring 2015. New Mexico and Oklahoma submitted to host the May 2015 per Molly.

Commissioner on Communication and Technology

Commissioner, Rachel Williams noted that the website is up to date with the exception of meeting highlights which will be added by the CSAP office. Tracking of website traffic has occurred in conjunction with the CSAP office. The person to fill the commissioner role next should be someone who is tech savvy. A committee person could be appointed by the commissioner to monitor social networking sites. This fall meeting is a good opportunity to recruit members for committees and commissioners. The CSAP office will follow-up after this meeting to provide states that did not attend the fall meeting the opportunity to submit volunteer forms.

E-Newsletter Report

Regina Lemmon did not submit a report.

OLD BUSINESS

None

NEW BUSINESS

1. NSSHLA and CSAP

NSSHLA has submitted a proposal to come to the Spring CSAP meeting as an attendee. We currently have a Management type and CSAP member type registration for the meetings. NSSHLA is proposing the possibility for registration to CSAP in order to receive leadership training at the CSAP meeting. From a historical perspective, in 2005 a panel of NSSHLA members presented at the CSAP meeting. In 2007, the regional members of NSSHLA were present at CSAP. In 2011 and in 2012 the NSSHLA President attended the spring CSAP meeting. CSAP already has past history of inviting Presidents of outside associations as a targeted leadership group. The “collaborative relationship” that NSSHLA is proposing would allow for their outreach opportunities with the states. An affiliated member class of membership to CSAP would allow NSSHLA to attend the meeting at the member rate. It was suggested that the NSSHLA President and President Elect both be required to attend the spring meeting if an affiliation is made. Discussion occurred regarding whether this attendance should be on the agenda as a presenter, an invited guest, or by creating a new class of affiliated membership. Our MOA with ASHA

allows for them to attend our CSAP meeting. NSSHLA is part of ASHA, so they could attend the meeting paying the fee as ASHA does. Molly will put this forth during the Joint Committee meeting with the board members of ASHA on Friday morning and will discuss having NSSHLA attend at the same fee ASHA pays and provide an update at the conference. The MOA would have to be updated if ASHA is in agreement which allows for 2 people to attend at no charge and 2 to attend with paying ½ the registration fee. The MOA needs to be reviewed and signed annually. This proposal may need to be pursued on a case-by-case basis instead of looking at CSAP by-law changes.

2. Considering a newcomer coffee in Spring 2013

Variables for transportation to the ASHA Headquarters exist. The planning committee may want to consider having a separate bus for the newcomers in the morning or invite them to meet for happy hour with the board at the bar in the evening.

3. Budget 2013

The CSAP fiscal year is January - December. A fee increase of \$50 is being proposed to cover catered lunch and transportation. A deficit is projected. We may need to ask ASHA to share the transportation cost as they do not have to provide transportation for their representatives to attend the CSAP meeting. In addition, the 3 states that are close to DC will be asked to donate towards the cost. The Marriot hotel could possibly be utilized for a morning meeting with lunch on your own followed by a ½ day meeting at ASHA headquarters. Projected catering and social budget is \$17,700 (~\$6,000 more than usual) with a costly per person fee of \$84 vs. \$60. Other social events possibilities were discussed to reduce the cost. In addition, eliminating the state giveaways by region may save states a little money. A suggestion to have a financial differential between the spring and fall meetings was made.

Carol moved to raise the spring registration fee by \$75 to \$350 for the 2 day meeting and the fall registration fee for the 1 day meeting by \$25 to \$300 beginning in 2013. Paulette seconded the motion. The motion passed unanimously. Paulette moved to increase the spring registration fee by \$75 to \$300 for the 2 day meeting and the fall registration fee for the 1 day meeting by \$25 to \$250. Carol seconded the motion. The motion passed unanimously. This will be announced at the business meeting by the treasurer. We will still have a >\$3000 budget deficit. The spring meeting at the ASHA headquarters will be promoted during the business meeting tomorrow.

Carol moved to accept the proposed budget with underlying assumptions changed per above motions. Dawn seconded the motion. It passed unanimously.

4. Election announcement: Amber Heape submitted a report. Two nominations were received for each of the 2 open offices. Newly elected officers for CSAP include Rachel Williams, President Elect and Seijra Toogood, Secretary.

The next CSAP Executive Board meeting is scheduled for Thursday, May 16 in the Marriott Washingtonian Center.

The meeting was adjourned by President Molly Thompson at 2:32 p.m.