

CSAP Business Meeting Minutes
November 13, 2013
Chicago, IL

Call to Order and Remarks

The meeting was called to order by at 4:07pm by President Paulette Gentry.

Approval of the May 2013 Minutes

Paulette asked that the CSAP members read through the minutes. The minutes were motioned for approval by Tammy Cranfill, KY and seconded by Danila McAsey, IL. The vote to approve the minutes was passed unanimously.

Treasurer's Report

Tara asked the CSAP members to read over the Treasurer's Report. Tara reported on the budget and reserves. She reported the total assets amount was a 10% increase from previous year's report from 2012. Long-Term Reserve was reported to have continued to go up. Since 2009, the trends were at the highest at 125%. Current budget for 2013 actually showed a surplus. However, Tara stated that the Fall meeting expenses had not been paid. Once these expenses are paid, Tara stated the current budget will still be good standing. CSAP membership numbers were reported as 48 States are current members and this included our international member. The Treasurer's Report was motioned for approval by Tracy Grammer, OK and seconded by Karen Senior, SC. The vote to approve the minutes was approved unanimously.

Old Business:

President's Report

Paulette stated that she worked closely with the Management Company to plan the fall and upcoming CSAP meetings. Also, she contacted the newly elected board members to provide support and discuss their duties and timelines. She communicated with ASHA Leaders in regards to the Fall meeting, State Recognitions, and Joint Committee. As a part of the Joint Committee, she reviewed the HELP forms and provided State associations with answers. She thanked Danila and her committee for the local arrangements. She stated that she communicated by email with NSSLHA President, Rene Utillanski in regards to continuing joint efforts with CSAP.

- **Nominations** - Paulette announced report from Kellie Ellis and the Nomination Committee as follows: President Elect Doug Parham, KS and new Treasurer Amber Heape, SC.

President-Elect's Report

Rachel reported that she worked with the President, Past President, ASHA Joint Committee, and Management Company as needed. She worked on planning of the upcoming conferences and establishing Commissioners and Standing CSAP Committees. She helped to confirm the speakers for the Fall conference and teleseminar in December. In addition, she has begun planning for the Spring conference and will work with the Milwaukee local arrangement representatives to establish the social option for Spring CSAP 2014 conference. She reported that she would like to establish a highlighted topic or topic areas for the spring meeting. Therefore, she stressed the importance of completing the fall evaluation survey.

Past President's Report (Molly Thompson)

Molly reported that she worked with President, President Elect and the Joint Committee as needed. Also, she reported that she worked with the Nomination Committee on the election process. In addition, she discussed the Joint Committee updates and submitted a report for the summer newsletter on the activities of the Joint Committee. Lastly, she reported that she also was the CSAP liaison for ASHA's Advisory Council.

Joint Committee Report

Molly discussed the importance of States completing the HELP forms. She recommended that action plans be developed when helping States trouble shoot their problems. Therefore, the Joint Committee with help from ASHA staff established an action plan to assist DCSHA with resolving their association issues. This action plan process will be used in the future when assisting each State.

Commissioner on Issues & Planning

Due to her absence, no new business was reported by Amber Heape.

➤ **Time and Place Committee**

Tracy Grammer, OK reported on the proposal that was submitted from New Mexico as potential site for Spring 2016 meeting. She provided an overview of how States should submit proposals to the Time and Place Committee if they would like to host a CSAP Spring meeting. Tracy stated the upcoming meetings will be held in the following cities: Chicago (Fall 2013), Milwaukee (Spring 2014), Orlando (Fall 2014) and Oklahoma City (Spring 2015).

➤ **Local Arrangements - Chicago**

Danila McAsey, IL welcomed CSAP attendees to Chicago provided an overview of the local arrangements. She thanked her committee for their assistance in planning of the Fall meeting.

➤ **Local Arrangements - Milwaukee**

Mary Bahr Schwenke and Dawn Merth-Johnson discussed the dates and planning for the Spring 2014 conference. They stressed that the city of Milwaukee is big, but has small town appeal. Travel to Milwaukee should be easy because it has international airport. They will work with Rachel, President Elect and Melissa, Management Company to coordinate the local social option for the spring meeting. At this time, some of the social options suggested include touring local breweries, walking tour of city, Harley Davidson Store tour, Light House tour, Potawatomi Casino and the Edelweiss Boat Cruise.

Commissioner on Communication and Technology

No report at this time.

E-newsletter report

Paulette reported for Regina Lemmon in her absence that there will be no 3rd quarter newsletter (July, August, September). Regina will compile articles and send the 4th quarter newsletter to the Management Company to post. Therefore, Regina is requesting that all CSAP members send any pictures to CSAP to be included in the upcoming issue of the newsletter and/or the CSAP website.

New Business:

• **Nancy McKinley Award**

Ellayne Ganfried presented the winner of the award earlier in the meeting. Because this year's winner was not able to attend the Spring conference when the award is typically given, it was recommended by the Awards committee that the award be given when the recipient can actually attend the CSAP meeting. This recommendation was approved by the CSAP Board members.

• **50-50 Drawing and Sweeps Tickets**

Tara held the drawings for the 50-50 and Sweeps tickets. Winners were selected and prizes awarded.

Acknowledgements and Recognition

Paulette thanked the Board and all CSAP attendees. Also, Paulette acknowledged our sponsors for this meeting. She again thanked Danila and the local arrangements committee. Paulette asked for any additional remarks and no additional information was presented.

Adjournment of Meeting

Michael Kaplan, NM made motion to adjourn the meeting and it was seconded by Ellen Connery, RI. Meeting was adjourned.