

**CSAP Executive Board Meeting Minutes
November 12, 2013
Chicago, IL**

Call to Order and Remarks (Paulette Gentry - President)

The meeting was called to order by at 9:40am by President Paulette Gentry.

Approval of the Spring May 2013 Board Meeting Minutes (Paulette Gentry)

The executive board members read through the minutes. Amber stated that on pg. 3 under the Nancy McKinley Award section that it should read that Ellayne Ganzfried reported that the Nancy McKinley Award Receipt cannot attend the Spring Meeting in Gaithersburg. Therefore the committee discussed presenting the award when the recipient is available instead of only at the Spring conference. Also, it was noted that on pg. 3 under New Business that the previous Nancy McKinley award winner's name was Jody O'Donell. No other corrections were indicated or further discussion was given. Paulette moved that the minutes be accepted as written with the indicated necessary changes. Molly seconded the motion to approve the minutes. The motion to approve the minutes passed with a unanimous vote.

Treasurer's Report (Tara Gregori)

Tara asked the board members to read over the treasurer's report. Tara reported the total assets amount of \$129,813.38 was a 10% increase from previous year's report from 2012 (total assets amount= \$117, 914). Also, this 2012 total assets amount was also a 10% increase from the previous year's report in 2011 (total assets amount = \$107, 567). Long-Term Reserve was reported at \$84,717, the trends for the reserves have continued to go up since 2009. At this time the trends are at the highest that they have been so far at 125%. Current budget for 2013 was \$31, 428 (10/31/13). At the time of this meeting, it was discussed that the Fall meeting funds, board expenses and other business office items have not been paid. Once these expenses are paid, it will bring the projected end of the year budget to either being at zero or us breaking even. CSAP membership was discussed with total of 48 paid members with 57 total attendees coming to the Fall 2013 meeting compared to previous year of 47 paid with 57 attendees. Tara noted that this total number of members included the international member and that only three states were unpaid. Gaming revenue (auction/50-50) was projected to generate \$3000 at the Fall meeting. It was suggested in order to meet projected revenue for gaming in the future that possibly presale tickets for the auction and 50-50 with registration. Lastly the Projected Budget for 2014 was discussed. With limited ability to increase its membership, CSAP's primary challenge remains finding ways to increase attendance at its meetings. There has been a gradual steady decline from 60 to 45 in paid conference attendees at meetings. Therefore, the proposed budget is based on 42 paid Spring Conference attendees.

Activities of the Business Office (Diane Yenerall)

Diane Yenerall reported in place of Bob Craven. She reviewed the activities of the Business Office handout. Diane discussed the Financial Summaries reports from Craven Management indicating the financial trends and investment reserves. She noted that for Membership management 4 States are still outstanding: Maine, North Dakota, West Virginia and Utah. Melissa mentioned a correction for the Meeting planning and Event management activities that there were actually 17 instead of 16 Newcomers packets mailed. Also, Diane discussed a change to the Fall meeting data information which

Activities of the Business Office (Diane Yenerall) continue

was that States represented are 33 instead of 32 (prior year final number was 36). No new business was discussed by Craven Management.

President’s Report (Paulette Gentry)

Paulette stated that she worked closely with Melissa and Craven Management Company to plan meetings and establish working with newly elected board members. She has communicated with ASHA Leaders in regards to fall program, coordinated with Eileen Crowe the State recognitions, and participated in discussions with Joint Committee. The discussion with Joint Committee focused on the District of Columbia’s State Recognition issues. Also, she contacted newly elected board members to provide support and discuss their duties and timelines. Communicated with Editor of Newsletter (Regina Lemmon) regarding CSAP newsletter status and submitted President’s message. Noted no appointment of Commissioner of Communication and Technology, therefore there is still a need to find a member to take this responsibility. She communicated with Amber (Commissioner of Issues and Planning) on reviewing the strategic plan for CSAP. She worked with Illinois representatives on the local arrangements. She requested that CSAP EB members submit reports for the fall meeting. She communicated by email with NSSLHA President, Rene Utillanski in regards to joint efforts with CSAP. Future plans include: preparing newsletter article for CSAP website, gathering information on topics and/or speakers for Spring 2014 and Fall 2014 CSAP meetings, facilitating commissioners and committee work, preparing EB to transfer duties and information for 2014.

President-Elect’s Report (Rachel Williams)

Rachel reported that she had been in periodic communication through emails and phone calls with the CSAP President, CSAP/ASHA Joint Committee, and Melissa Joseph, CSAP Management. She established conference presenter (Dr. Tommie Robinson, Jr) and highlighted topic for Fall meeting of Mentoring in State Association. Collected and reviewed CSAP Committee Pool Data Forms and summarized a list of volunteers and committee chairs. Chair appointments were made for the various open positions:

CSAP COMMITTEE POSITIONS	NAME
COMMISSIONER ON COMMUNICATION AND TECHNOLOGY	Akilah Heggs Davis, GA
COMMISSIONER ON ISSUES AND PLANNING	<i>Tracy Grammar, OK</i>
E-NEWSLETTER	Akilah Heggs Davis, GA Regina Lemmon will assist as past Editor
NOMINATIONS COMMITTEE	Karen Senior, SC (Chair)
TIME AND PLACE COMMITTEE	Debbie Early, OK (Chair) Sara Baker, OK (member)

Coordinated CSAP Teleseminars: December Teleseminar: Presenter: Dr. Carole Zangari / Date: December 11, 2013 / Title: 21st Century Clinicians: Technology Tools for Busy Professionals and tentative scheduled February Teleseminar: Presenter: Dr. Shelley Victor working to finalize date, topic and time. Worked on activities with the Time and Place Committee and established social option for Spring CSAP 2014 Meeting: Edelweiss Boat Cruise. Also, she worked with T& P committee and Melissa (Management) in order to confirm that spring meetings were scheduled ahead 3 years in the correct region.

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| 2013 Fall Conference
Chicago, Illinois | 2014 Spring Conference
Milwaukee, Wisconsin | 2014 Fall Conference
Orlando, Florida |
| 2015 Spring Conference
Oklahoma City, Oklahoma | 2015 Fall Conference
Phoenix, Arizona | 2016 Fall Conference
Philadelphia, Pennsylvania |

Past President's Report (Molly Thompson)

Molly reported that she worked with President and Vice Chair of Joint Committee as needed. Also, she reported that she worked with the Nomination Committee on the election process. She discussed the results of the elections and her direct personal contact with the winner and losers. 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 AC liaison for CSAP.

Joint Committee Report (Molly Thompson)

Molly gave overview of the duties of the committee. Committee interceded with a plan to assist DCSHA with resolving issues with State Recognition and viability association. It was noted that DCSHA was at the point that the association was going to lose its State Recognition from ASHA.

Local Arrangements (Paulette Gentry)

Paulette and Rachel have been in communication with representatives for the upcoming states for Local Arrangements. Discussions were held in regards to the upcoming meetings in the following cities: Chicago (Fall 2013), Milwaukee (Spring 2014), Orlando (Fall 2014) and Oklahoma City (Spring 2015).

Local Arrangements Spring 2014 (Rachel Williams)

Rachel has been communication with representatives from WS and Melissa to secure local arrangements for the spring meeting. At this time, social options were suggested including touring breweries, walking tour of city, dining at live interactive mystery solving restaurant and tour of city cruise. The final decision was made for the social option which is taking the Edelweiss Boat Cruise.

Commissioner on Issues & Planning (Amber Heape)

As previously stated Amber confirmed that she was working with Paulette on the strategic plan. No further information was discussed.

Time and Place Committee (Tracy Grammer/Debbie Early)

Proposal was submitted from New Mexico as potential site for Spring 2016 meeting.

Commissioner on Communication and Technology

Rachel stated that this position will be filled starting in January 2014. She has communicated and confirmed that the position will be taken over by Akilah Heggs Davis, GA.

E-newsletter report (Regina Lemmon)

Melissa stated that she had spoken with Regina. Regina stated that there will be no 3rd quarter newsletter (July, August, September). Regina will compile articles and send the 4th quarter newsletter to Melissa for CSAP members and website. Therefore, she is requesting that all EB and CSAP members send any pictures to CSAP to be included in the newsletter and website

Old Business:

Most of the old business has been discussed from the various committee reports. There is no additional old business to discuss at this time.

New Business:

a. 2016 Site Location Selection

After reviewing proposals, it was moved by Molly and 2nd by Tara that New Mexico will be the site for the 2016 CSAP Spring Meeting. It was approved that 2016 Spring conference will be held in Santa Fe, New Mexico.

b. Budget - 2014 Tara Gregori / Diane Yenerall

Based on trends and revenues consistently remaining the same as what we have budgeted for in the past. No new initiatives were presented that would impact the pending budget. Expenses based on the actual numbers from the past.

Not an initiative, but a possible way to bring in additional income, Paulette suggested to find creative ways to bring back past CSAP members (i.e., return for the CSAP social). Molly suggested that all board members try to encourage sponsorship for CSAP meeting. This will assist Melissa when planning upcoming events and also bring in additional revenue.

Molly made the motion that the 2014 budget and Rachel 2nd the motion. The 2014 budget was approved by the board.

c. NSSLHA Experience at ASHA Convention

NSSLHA President Rene Utillanski sent a request to Paulette. NSSLHA wants each state to donate a student membership to be given away during the NSSLHA luncheon at the ASHA convention. These donated memberships would be raffled off as prizes. Also, requested that each state provide a flyer or brochure that would be used to solicit student members. The flyer should include information explaining student membership benefits and it would be provided during the luncheon at ASHA convention.

d. Membership Survey

Melissa requested that we survey CSAP members in order to determine the benefits of participating in the CSAP meetings. Melissa will distribute questions for the general survey to the CSAP EB for review. In addition, this survey could be provided as additional questions to the evaluation of the membership.

Adjournment of Meeting (Paulette Gentry)

Molly made motion to adjourn the meeting and it was 2nd by Tara.
Meeting was adjourned at 11:36.