

CSAP Spring Board Meeting Minutes
Gaithersburg, MD
5/16/13
6pm

Call to Order & Remarks

The meeting was called to order at 6:12 pm by President Gentry

Approval of the Spring 2012 Business Meeting Minutes (Paulette Gentry)

Melissa stated that on pg. 4 there is a typo. Concerning the NSSLHA and CSAP business, the MOA should be changed to MOU. On page 3 and page 5, Kelly Ball is misspelled and should be Kellie Ball. No other discussions or corrections were given. Paulette moved that the minutes be accepted as written. Rachael seconded the motion. The motion passed unanimously.

Treasurer's Report (Tara Gregori)

Tara reported on the financial trends. Total Assets \$129,216, an 8.9% increase from last year. Long Term Reserve \$80,813, an increase from 10.2% last year. Total Budget revenue was more than \$62,000 and exceeded the budget due to higher than expected attendance in Anchorage. Last year was a projected deficit but ended with a positive budget, with total revenue and expenses favorable. Current proposed budget was discussed and includes a projected deficit. CSAP Membership was discussed with 46 paid members vs. the 43 paid members from the previous years. Tara questioned the difference for the conference registration. Online registration is \$370 as noted on the website due to the location at ASHA. Alaska Auction did not bring in the expected amount from Alaska; however, there were significant amount of states that bought items. The Board discussed the possibility of an increase with the Spring Social to cover the increased expenses for upcoming meetings. The prices for venues have increased as documented in the steady amount of \$60 per person. The budget for the Spring Social was considered

Two items were voted on by the Board- current projected budget and increase of Spring Social. The Board proposed increasing the CSAP Social Amount per person. Tara motioned to increase the budgeted line item fee from \$60 to \$80 per person for the Spring Social Event. Molly seconded the motion. Discussion was around whether the increase was significant enough for the upcoming meetings. The motion was amended by Tara to increase the budgeted line item from \$60 to \$100. Rachael seconded the motion. The amount and proposed number of 45 people projected for the Social will be set at \$100.

Activities of the Business Office

Melissa mentioned the copy of the Fall CSAP Business Meeting minutes. They will be voted on at the upcoming Business Meeting. States and attendees attending were discussed. There are 27 states attending the Spring CSAP meeting. There is a Newcomer/First Timer list with 12 members. There will not be a Welcome Breakfast due to the ASHA reception at the breakfast

time. Melissa discussed an idea of pairing a current Board Member with a Newcomer/First Timer to CSAP. Membership Management- six states are still outstanding: Maine, Nevada, North Dakota, Utah, and West Virginia. A line item was added to pay the membership fees during the online registration. Spring Meeting Data includes 43 paid members with a total of 63 attendees. Total Attendees for Social is currently 47 members and guest.

Financial Summaries were discussed by Bob Craven. Investment Income has increased from the previous year.

Two items for discussion includes a fall meeting auction (Chinese Auction). Individuals will still bring items but members could buy tickets to enter multiple items. Members can increase their chance of winning with the increase in number of tickets purchased. The Board discussed having auction items that can travel well for the members that win the item. 50/50 Auction will continue in addition to the proposed Chinese Auction.

No additional new business was discussed by Craven Management.

President's Report

Paulette discussed Board appointments. There is a vacancy for the Communication with Commissioner on Communication and Technology. New business for ASHA is the state election challenge. Working with the DMV for the accommodations for this conference has been a challenge. Molly asked whether any donations were given from the local states. Due to the conference site at ASHA, the states involved have worked with the CSAP Board on accommodations. The Board will discuss the location and if ASHA is a viable option in the future. The expenses for the travel and back/forth to the ASHA Headquarters continue to be a concern for the Board Members.

President Elect's Report

Rachel discussed her current role and meeting with the 2014 Local Arrangements (Milwaukee).

Past President's Report

Molly discussed her current role as Past President. She contacted Kellie Ellis and the state of Oklahoma about the Nominations Committee. Molly discussed State Board and Joint Committee concerns.

Local Arrangements

Paulette has contacted the upcoming states for Local Arrangements (Illinois and Wisconsin).

Commissioner on Issues/Planning

Amber has sent updated information to Craven Management company for website and prepared Newcomer's packet for the Spring Meeting. Due to ASHA sponsoring the Friday morning breakfast, she stated that the Newcomers are asked to arrive early to Saturday's breakfast to mix and mingle.

Nancy McKinley Award

Nancy McKinley Award Recipient (Ellayne Ganzfried) cannot attend the Spring Meeting in Gaithersburg. The Committee discussed presenting the award when the recipient is available.

Time and Place Committee

No business was discussed

Commissioner On Communication and Technology/E-Newsletter Report

Paulette suggested that pictures taken during the meeting be posted both on Facebook as well as on the CSAP website. Nominations were discussed and strategies about how to entice members to run for office.

Old Business

No business was discussed

New Business

ASHA presented a letter to the current president Paulette with regards to voting in the ASHA election. Shelly Chabon, ASHA President, requested that CSAP spread the word with the voting process for both the ASHA Board of Directors and Advisory Councils as well as CSAP elections. There is an incentive for states that have the biggest increase in voting membership in the ASHA election. States with the largest percentage increase in voter turnout from the previous year will be recognized by ASHA's 2013 President Patty Prelock at the CSAP meeting this November.

The previous Nancy McKinley award winner was recently _____.

No other discussion items were proposed.

Molly moved to adjourned the meeting. Tara seconded the motion. The Meeting was adjourned at 8:24 pm.

