

**Executive Board Meeting Notes  
November 18, 2014**

Executive Board Meeting was called to order at 9:32 am by Rachel Williams.

Review of spring minutes- no questions or revisions. Motion to accept the minutes by Paulette Gentry and seconded by Doug Parham.

**Board Reports**

**Treasurer:**

CSAP has had a 9% increase in assets over the last year. There has been a 12% increase in Vanguard account. Total assets are at \$140, 984 with reserves at 153%.

Motion to approve the Treasurer's report by Doug and seconded by Paulette.

**Business office:**

List of attendees are listed for the 2014 Fall Conference.

Currently have 33 states attending for the CSAP conference this year. Last timers and first timer reports are attached with 11 states.

Melissa thanked the Sponsors EBS (bags and folders) and Pearson (lunch sponsor) for their help with the Fall Conference.

**Business office report:**

Finalized contract for 2016 Spring Conference in Santa Fe, New Mexico.

Outstanding membership fees total three states (Maine, N. Dekota, West Virginia). These states have not attended the meetings for the past five years.

**Fall Meeting Planning:**

Coordinated attendee welcome bags and door prizes with FLASHA's representative.

**Fall Meeting Data:**

Paid Attendees for Fall meeting total 50 paid with 65 total attendees. Previous year actuals 51 paid/60 total attendees.

First timers total 16 with last timers at 10 people.

**Technology services:**

Website services have been updated.

**Financials:**

Revenues fell due to smaller attendance and less money generated from the auction. The Fall CSAP conference has exceeded the budget in terms of states attending.

Market investment increase has offset the operating activities for CSAP.

The draft budget for Spring Conference has not been projected to increase.

Motion to approve the Business meeting by Amber Heape and seconded by Seijra Toogood.

**President's Report:**

Reviewed President's duties, timelines and financial statements.

Discussed renewal of CSAP contract with Bob from Craven Management.

Discussed/tentatively planned webinar for October with Arlene Pietranton from ASHA.

Contacted FLASHA representatives (Celia Santini, Vivian Topp, Valerie Herskowitz) regarding the making of goodie bags and selection of raffle prizes for the Fall 2014 meeting

Made confirmation call to nominees elected to positions of President Elect (Tim Ball) and Secretary (Kelli Ziemetz-Mehmert).

Collaborated with Melissa Joseph, Eileen Crowe, and Mike Skiados (ASHA) in regards to programming and planning for the Fall 2014 Conference. Developed brochure, list of speakers and possible round table topics.

Appointed Valerie Herskowitz (FLASHA) as Commissioner on Communication and Technology/e-newsletter.

Received and reviewed Help forms and participated in discussion/feedback to states submitting concerns.

Future planning: Include provisions and updates to CSAP website as needed. Suggest scheduling of regular communication through either emails or telephone conference calls between CSAP leadership team.

**President Elect Report:**

Assisted the President with Committee supervision and chair appointments.

Collected and reviewed CSAP Committee Pool Data Forms and summarized a list of volunteers and dates for newly appointed committee chairs.

Oversaw activities of the Time/Place Committee to ensure spring meetings and local arrangements are being selected ahead of each meeting.

Maintained CSAP's Policy and Procedures Manual in regards to joint commission and consistency with Bylaws.

Worked with members of the Executive Board in planning upcoming meetings of the Council.

Worked with specific states on templates related to By-Laws and Advocacy issues via the discussion board (List serve). The Board discussed allowing State Association presidents to have access  
List serve questions are ..... repeated and incoming Presidents need access????

Discussed theme for CSAP for the upcoming year, focusing on ones that relate to the strategic plan or current focus of the association.

**Past President's Report:**

Participated in the discussion and nominations for the Nancy McKinley award. The award winner this year is Carolyn Higdon of Mississippi.

Participated in emails re: Joint Committee and Help Forms. Paulette requested that new incoming leadership continue to submit concerns.

**Joint Committee Report:**

Paulette will be composing a Joint Committee report to go into the newsletter.

**Local Arrangements:**

Registration will look different this year with Welcome bags and door prizes coming prior to the meeting.

**Local Arrangements Spring 2015:**

No report at this time.

**Commissioner on Issues and Planning:**

No report at this time.

**Time and Place Committee:**

No report at this time.

**Commissioner on Communication and Technology:**

Valerie Herskowitz was appointed and has begun to update the CSAP website.

**E-newsletter report:**

Valerie Herskowitz has organized and completed two CSAP e-newsletters.

**Old Business:**

CSAP will continue to try to gain back the states that are not currently members.

The first timers lunch will be continued for the upcoming year.

Social event was discussed for the upcoming conference. The 2015 social in Oklahoma City will be at Tap works.

Continue relationship with NSSHLA Chapters to invite the current President to the Spring Conference.

## **New Business:**

2017 Site Location Selection- Board Vote

Discussion- the board began voting on the Top Two destinations, Mississippi and Kentucky. First vote was unanimous for Biloxi, Mississippi.

Bring Brag and Moan's Top Ten will be a new format of combining/condensing the information of each state. The Board discussed how to elicit responses from states to entice state. Possibilities of restarting the prizes for the first three states that submit the Brag's and Moans. Feedback will be elicited regarding the Top Ten format.

Budget- 2015:

The 2014 budget brought some increases in management expenses (marketing/travel). Projected fall and spring budget increased as well as in meeting revenue due to increased attendance.

Plan for reserves? Change our policy for reserve percentage or draw down for future budget? The board will keep the percentage is it is currently and not make any changes.

Generating revenue:

Possibilities for corporate sponsorship opportunities re: additional revenue and budget.

Telepractice/Teleseminar/Webinars- who will sponsor state opportunities to elicit revenue?

Push for full membership for all states.

Increasing registration fees? Currently the Spring Registration is 42 paid attendees at \$350 with a possibility of \$375 (\$350 plus \$25 for working lunch).

Lunch sponsor vs. covering the balance of lunch which CSAP ends up paying. Could we look into additional sponsors and vendors as sponsors?

Social functions? CSAP Business Office has decreased the cost per person for the Spring Conference to \$67/person.

State Donations? Proposals for the state that hosts the current conference- any donation will be accepted.

Speaker allocations? Presidents of associations may be able to present information from their state conferences. Possibly presenting on different days (from Friday to Saturday) for more speakers or use of technology (Zoom).

Motion to approve and accept proposed 2015 budget by Paulette Gentry. Seconded by Amber Heape unanimously.

Acknowledgements:

Rachel sent out acknowledgement to Seijra Toogood for her service as Secretary.

The meeting was adjourned at 1:07 pm by Rachel Williams.

