

CSAP Executive Board Meeting Minutes

Tuesday, November 10, 2015, 9:30 a.m.

Executive Board Members present: Douglas Parham, Tim Ball, Rachel Williams, Amber Heape, Kelli Zeimetz-Mehmert, Melissa Joseph, Robert Craven

Called order at 9:51 a.m. by President Parham.

A motion was made to approve the May 2015 minutes by Rachel Williams, seconded by Tim Ball. Motion carried.

Board Reports: refer to reports on file with CSAP

President's Report: (Doug Parham)

Doug made remarks about the conference schedule. There are more attendees this year. People are either paying their own way or states are budgeting for CSAP attendance. CSAP budgeted for 50 paid attendees. There are 57 paid attendees for the fall conference. An increase was noticed in late registrations occurring within the last three days. New Mexico has four people attending which is unusual. There will be 19 first time attendees at the conference.

Treasurer's Report: (Amber Heape)

Moved to later on agenda. Refer to Budget.

Activities of the Business Office (Craven Management) Melissa Joseph/Robert Craven

Refer to activities on file. Melissa Joseph reported that Pearson is sponsoring lunch. EBS has provided the badges and lanyards for the conference. Plans for the Spring 2017 conference have been finalized in Biloxi. The conference will be held at the Golden Nugget. There are three states that have not renewed their CSAP membership: Utah, West Virginia, Overseas. Currently there are 57 paid attendees for the conference. There are 68 total attendees including the CSAP executive board members and ASHA receives two free registrations as part of the MOU. There are 21 first timers, 10 last timers, 53 expected for happy hour. A decision was made this year not to make a formal presentation during the meeting for last-timers. Melissa will continue to prepare certificates for members of the board acknowledging their service. Melissa reviewed the locations of the future meetings in 2016 and 2017. The location of 2018 will be determined. Technology services: states need to make sure they are listed correctly in regards to the title of state associations on the CSAP website and their own. Melissa will send out membership renewals in November. In December Melissa will send Tim a timeline with information for organizing the Spring 2016 Meeting.

For Discussion: review of financial reports. 2016 budget.

Bob Craven gave the financial report. CSAP is currently experiencing a deficit of \$1500. CSAP had budgeted \$1000 for McKinley award, which will not be given this year. The auction/games is always a variable item on the budget.

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President's Report continued (Douglas Parham)

Doug reported primary role of president is to plan the spring and fall conferences. Eileen Crowe and Janet Deppe will not be there in Spring 2016. Doug commented about the importance of Pool Data Forms.

Rachel Powell did a great job as Nominations Committee Chair. Karen Senior (South Carolina) is the Commissioner on Issues and Planning and receives partial reimbursement for conference. Valerie Herskowitz (Florida) is the Commissioner on Communication and Technology. Doug commented favorably about the newsletter format.

During President Parham's term Ad Hoc committees have not been appointed because there hasn't been a need however CSAP may need to consider this if California continues to push for ASHA state affiliation.

Doug mentioned that people will complain about the lack of CEUs and proposed CSAP consider asking ASHA to allow CEUs, this would be something to address in the MOU, (Memorandum of Understanding). Discussion was held about CAPCSD which is directed toward University affiliates, academic programs and brought forth the question whether someone from CSAP is required to attend that meeting as directed in the CSAP mission.

General Discussion was held about speakers and using state affiliates for presentations.

Doug will continue to maintain the President Portion of the Policy and Procedures while serving in his role as Past President.

Michael Kaplan, NM was elected President Elect. MaryAnne Weather (Georgia) was elected treasurer.

President-Elect's Report (Timothy Ball)

Verbal report provided by Tim Ball. Tim is actively recruiting people to present at the conference next year. Tim reported Camille from Mississippi and Melanie from Texas both have had success in legislation and lobbying issues. They are on the list to present in Santa Fe. Kathy Shapley (NSSLHA) would like another opportunity to present and will plan on next year. Tim will meet Thursday morning to go over the MOU. Mike Skiados will be there as well. Tim will plan to discuss the CEU issue with Mike. It was general consensus that it is not worth CEUs if CSAP is required to pay out of pocket. CEUs offered at the fall CSAP conference does not deter people from coming but Doug mentioned it is an incentive for people "on the fence".

CSAP – Tim thanked Melissa and Bob for their assistance.

Past President's Report (Rachel Williams)

Rachel reviewed her duties as Past President which include maintaining the Policies and Procedure manual and the Past President's notebook. It was determined there isn't a Past President's notebook. Rachel suggested updating descriptions and keeping open line of communication among the three presidents. Melissa suggested sending each description to executive board members and ask for revisions. Doug suggested this is possibly something to consider for next year.

Joint Committee Report

Members meet Thursday at 3:30 p.m. at Embassy Suites. Doug and Rachel plan to attend. One issue that was briefly discussed includes audiologists deciding to make their own associations within certain states.

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Local Arrangements Fall 2015 (Melissa Joseph)

Melissa worked with Pam and Patty from Colorado. They are not doing welcome gift bags but are placing things on individual seats at the conference. There will also be a door prize table. Colorado provided their logo for the badges.

Local Arrangements Spring 2016 (Melissa Joseph/Michael Kaplan)

Melissa will be working with Michael Kaplan. Door prizes and welcome gifts will be determined. The plans for the social have not been finalized.

Commissioner on Issues & Planning (Karen Senior) (not present)

Nothing to report.

Time and Place Committee (Michael Kaplan)

2018 proposals. This will be discussed later, after new business.

Commissioner on Communication and Technology (Valerie Herskowitz) (Not present)

Doug reported on her behalf. He likes the format of the newsletter. There are a total of three newsletters submitted this year. Melissa said there would not be another newsletter printed this year.

Old Business - None to report

New Business

2018 Site Location Selection - St. Louis, MO was selected by unanimous vote.

Doug Parham addressed the issue of gift giving to the Past President. In the past the gavel has been engraved and this is not done anymore.

The Nancy McKinley award- there is not a recipient this year. Ellayne Ganzfried reported the committee only received one proposal, which did not meet the merits of the award. We may need to discuss via email the next few weeks the members of the selection committee. We may need a system in place to replace the current selection committee. The group that is currently on the committee was once appointed when the award originated and has never been rotated off.

Doug commented about an email from Ellen Cohen (President Elect PA), Doug received an email about sponsorships. Her complaint was that sponsorships influence decisions made which is not the case. For next year we will consider looking at procedures and descriptions (Policy and Procedures).

Budget – 2016 (Amber Heape/Robert Craven)

General discussion was held regarding the 2016 Budget.

Tim will approach ASHA with the MOU and consider sponsorship of \$2000.

Reduction was made in the executive board communication and the Nancy McKinley award was reduced to \$500.

Comments were made about the possibility of soliciting additional sponsors.

A motion was made by Amber Heape to approve the budget. Rachel Williams seconded the motion. Motion carried.

Acknowledgements and Recognition (Douglas Parham)

Doug acknowledged our sponsors and reminded members of the executive board to express their appreciation to EBS and PEARSON.

2:00 Adjournment made by Douglas Parham