

**CSAP Executive Board
Meeting Minutes
May 14, 2015
4 p.m.**

Executive Board Members present: Rachel Williams, Doug Parham, Tim Ball, Amber Heape, Kelli Zeimetz-Mehmert, Melissa Joseph, Christine DeHart

Call to order by President Parham at 4:11 p.m.

President Parham welcomed everyone. General comments were made about the conference and first-time attendees.

A motion was made to approve the minutes from November 18th, 2014 by Tim Ball, seconded by Amber Heape. Motion carried.

Board Reports: refer to reports on file with CSAP

President's Report- (Doug Parham)

Doug acknowledged the efforts made by individuals who contributed to the successful planning of the Spring Conference including Eileen Crowe, Melissa Joseph, and Christine DeHart.

A discussion was held regarding CEUs being offered for the Fall Conference. Doug continues to receive feedback about this issue and will plan to discuss with Eileen Crowe, ASHA.

Doug shared the main issue discussed at Joint Committee is in regards to California and NY want to change the state affiliation model with ASHA. They (California and New York) would like ASHA to take over the state affiliation model but it was felt that these states do not necessarily understand the implications. General discussion was held. Doug reported all commissioner and committee chair positions have been filled. Amber Heape suggested bringing in people who are interested in treasurer and President-Elect. Board members should recruit and/or identify people during the Spring Conference who are interested in these positions.

Treasurer Report (Amber Heape)

Amber reported income taxes have been filed. Amber requested help from board members with the 50/50 after lunch and reminded board members the live auction will be take place at the social event.

Activities of Business Office (Craven Management)

(Review of CSAP Financial Reports)

Christine DeHart presented the business report. Christine reported membership renewals have been sent to Louisiana, Maine, Overseas, Utah, and West Virginia.

The Spring 2017 RFPs have been distributed to Biloxi, MI.

In regards to the Spring 2015 meeting planning, Christine reported EBS continues to partner with us and sponsor CSAP. Currently there are 39 paid attendees.

Melissa Joseph reported 2 states have requested refunds due to cancellations. The executive board agreed to adhere to current cancellation policy, no refunds will be granted.

The Fall Conference will be held in Denver, CO. The executive board meeting will be on Tuesday November 10, 2015 in the morning. Travel on Monday is suggested. This is a budget meeting and it is usually completed by lunch or thereafter. General discussion was held regarding notification from ASHA regarding which hotel ASHA will use for committee meetings at the Fall Convention. The information is generally not readily available.

Melissa Joseph reviewed CSAP Summary of Financial Position

President-Elect's Report (Tim Ball)

Tim gave a verbal report. Tim has been with CSAP three years and is really excited to learn more about his upcoming responsibilities.

Past-President Report (Rachel Williams) refer to report filed with CSAP

Joint Committee Report (Rachel Williams)

Rachel referred to the topic addressed by President Parham in his report in regards to Joint Committee.

Commissioners Report/Updates

Issues and Planning: (Karen Senior)

Communication and Technology: (Valerie Herskowitz)

Doug reported we are going to continue with the four quarterly E-Newsletters. Doug reported if states have articles they want to share they are welcome to submit them to Valerie Herskowitz who continues to serve as the editor.

E-Newsletter Report: (Valerie Herskowitz)

Doug commented he liked the layout of the last newsletter and suggested adding a column relating to "membership happenings". Amber Heape also suggested adding a "members in the news" column.

Time and Place Committee- (Michael Kaplan)

Melissa presents the location of the Spring 2017 meeting at the fall CSAP meeting.

Nominations and Elections: Rachel Powell Past-President of Mississippi agreed to chair this committee; this will be mentioned at the business meeting.

Local Arrangements: nothing to report

Spring Oklahoma Fall 2015- Denver

Old Business: Doug mentioned Joint Committee and also encouraged board members to consider recruiting members to be on committees.

New Business:

Motion to adjourn made by Amber Heape. Rachel Williams seconded the motion.

Motion carried. Meeting adjourned at 5:17 p.m.

