

CSAP Fall Conference November 7, 2017

Minutes of the Executive Board Meeting

Attendees: Michael Kaplan-President, Tim Ball-Immediate Past President, Maryanne Weatherill-Treasurer, Melodee Owens-Secretary, Kami Rowland-President Elect, Diane Yenerall-Business Office/Management, Melissa Joseph-Business Office/Management

Call to order 9:39 a.m.-Michael Kaplan

Review of Agenda and May 18, 2017 Board Meeting Minutes

Motion made to approve minutes: Tim Ball, Second Kami Rowland

Reports

Treasurer Report

Gains have been made with investments. Met with Diane for budget proposal for 2018. CSAP convention (St. Louis)-MO has donated \$3,000 for social hour. Discussion for contingency plan of overage funds to benefit membership, as appropriate. Development of financial policy was discussed by Diane with plan to continue discussion and proposals at the beginning of the 2018 year. Discussion of requesting state volunteers to agree to be CEU provider (\$325 fee and processing fee waived-\$200). Discussion if webinars become source of revenue, look at CSAP to becoming a CEU provider in the future. Process for solicitation of volunteers was discussed: mention at business meeting with membership, e-blast, fliers, etc.

President Report-Michael Kaplan

Discussion with some state associations on membership with CSAP. Smaller member states are having trouble with enough money in the budget to afford to pay for membership in CSAP.

President Elect Report-Kami Rowland

Report on file.

Past President-Tim Ball

Contacted unsuccessful candidates for CSAP board
Participated in Strategic Planning conference call
Mentoring current board president
Joint Committee meeting with ASHA this Thursday

Activities of Business Office/Items for Discussion-Melissa Joseph, Diane Yenerall

Old Business-Michael Kaplan

1. Strategic plan-reviewed. Motion by Melodee Owens to approve CSAP Strategic plan, Second by Tim Ball. Motion approved.
2. Election Results. Successful and unsuccessful candidates notified.

New Business-Michael Kaplan

1. 2020 Site Location Selection. Motion made by Melodee Owens to select Cleveland, OH as Spring CSAP 2020 site. Seconded by Kami Rowland.
 - a. Discussion was made that CSAP/Craven office would be able to submit proposals for CSAP host in the future, if there was little or no response from state associations to host.
2. Webinar Responsibilities. What board office position will be responsible to host Webinars. It was discussed that the President-Elect and Commissioner of Communication and Technology would be responsible for upcoming Webinars hosted by CSAP.
3. Lower dues for state associations that have less than 100 members. List will be obtained by Kami Rowland via ASHA. Discussion that current rate was \$375 for membership. Possibility of decreasing to \$250 for membership for states with less than 100 members. Discussion of waiving attendance fee instead. Lottery method utilized to “win” scholarship for registration for CSAP convention. Apply for one-time fee waiver to attend CSAP convention. Board moved to table issue to lower dues for associations with less than 100 members to the Spring 2018 CSAP board meeting. At that time, specific state membership numbers will be available to make more appropriate decisions financially and logistically.
4. Budget 2018. Draft budget presented by CSAP business office. See attached. Discussion was made with travel budget. The EB hotel was changed to \$5500 and the EB travel was changed to \$3500. This would reflect a negative overall budget of \$355.00. Discussion was made regarding changing Fall Board meeting to later in the day. Table discussion until Spring Board meeting. Motion was made by Tim Ball to approve 2018 budget with revisions to include \$355 deficit. Seconded by Kami Rowland. Motion approved.
5. Communication on expectation of state host and welcome gifts discussed.
6. Fiscal policy discussed. Draft will be proposed with 10% spending surplus. Draft will be proposed regarding deficits. Reserves will not be used for more than two years in a row to meet operational budget. On the third consecutive loss, freeze accounts and executive board meeting will be held to discuss operational budget. When reserves are 100% of the budget or less, the board will begin discussion of refunding reserves. Ideas discussed for draw down for down for budgets. Examples of projects included: grant submissions, shared webinars, CEU management fees, lottery for free CSAP conference attendance, PSA presentations, speaker budget. A completed draft will be sent electronically to the Board. Treasurer will report to membership at the meeting tomorrow regarding CEUs at the spring conference only.

Adjournment 12:40 p.m.

Motion made by Kami Rowland, seconded by Maryanne Weatherill

Minutes respectfully submitted by Melodee Owens, CASP Secretary November 7, 2017.