

**CSAP Spring Conference
May 18, 2017 Board Meeting**

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

3:02 pm

Call to Order

Michael Kaplan

Review of Agenda and November 2016 Board Meeting Minutes

Motioned made by Melodee Owens, seconded by Maryanne Weatherill approved to accept minutes and agenda.

Reports

Treasurer-Maryanne Weatherill

Financial reports reviewed. Assets improving revenue and budget appears on track with current needs. Discussion of possibly moving money from inactive money market account to checking account-will be addressed at November board meeting. Discussion of opportunities for increasing revenue options: teleseminars, etc.

Activities of the Business Office-Melissa Joseph/Diane Yenerall (Craven Management)

Formally thanked our generous CSAP sponsors, EBS. Discussion of cancellation policy for CSAP conferences. It was indicated that a policy in place, and applied, to a current cancellation. Discussion and agreement to develop and send a Survey Monkey to membership to acquire feedback on : CE opportunities, influencing factors attending CSAP conferences, influencing factors being a member of CSAP. Discussion of sending out postcard reminders for CSAP conference. Management provided information regarding attendee numbers and history of declining attendance. Reminder of future conference dates

President's Report-Michael Kaplan

Encouragement to complete HELP forms and provided examples of responses to previous HELP forms submitted by various States. Discussion and agreement to add online HELP form. Michael reviewed the duties and activities of previous months: securing speakers for CSAP, working with committees on Spring newsletter, appointments of Committee Chairs, revision of agenda for CE requirements, collection of speaker bio's/disclosures, development of PowerPoint presentation on CSAP/Joint Committee.

President-Elect's Report-Kami Rowland

Report submitted regarding activities: securing speakers for CSAP, monitoring and implementing current strategic plan, plan to have lunch with members of ASHA to discuss CEU approval options in the future.

Past President's Report/Joint Committee Report-Tim Ball

Consulted with Eileen Crowe on Joint Committee agenda. Joint Committee discussion of State-level ASHA accreditation for organizations with two or more agencies. Example: a single Speech-Language Pathology and Audiology association, a Speech-Language and Audiology association as well as an

Audiology association, a Speech-Language association and a separate Audiology association. Discussion and implementation of notification process for elected CSAP Board positions.

Local Arrangements of Spring/Fall 2017-Melissa Joseph

Kentucky is the host. Has secured and delivered welcome bags for members and door prizes. Wonderful Social Event at Churchill Downs planned for Friday evening. Meeting spaces reviewed. ASHA reception information for Thursday evening reviewed.

Old Business

None mentioned

New Business

Strategic Plan-Michael lead discussion to develop a new CSAP strategic plan at the November CSAP Board Meeting, as the current strategic plan has expired. Current strategic areas are: Leadership/Professional Development, Communication/Collaboration, Membership, Organization/Finances. Discussion of holding a conference call in August in order to post proposed strategic plan concepts on the CSAP website by September for comment, and present complete revision at the Fall 2017 CSAP conference to the membership.

Offering ASHA CEU's-Due to recent changes with ASHA CEU provisions, discussion was held to address CSAP's role in its ability to provide CE's to members. It was indicated that, traditionally, CE's are only provided at the spring CSAP conferences, which allows CSAP time to decide how to proceed with current ASHA policy on provision of CE's. Motion made by Melodee Owens and seconded by Tim Ball: CSAP will not provide CE's for the Fall 2017 CSAP conference. Motion carried.

Updating Travel Policy-Discussion was initiated by Melodee Owens to review current travel policy (2009) that constrained and burdened Executive Board members travel to CSAP meetings. Current policy set at \$350 reimbursement limit for transportation via car, train, bus, or flight for executive members. Treasurer provided budget information. Discussion held. Motion made by Melodee Owens, seconded by Tim Ball, and policy approved for amendment: "Transportation expenses, which would include air, car, bus, train for Executive Board members, will be reimbursed , at the fixed amount up to \$500, effective immediately."

5:33 p.m. Adjournment

Motion made by Tim Ball and seconded by Maryanne Weatherill. Motioned carried.

Minutes respectfully submitted by Melodee Owens, CSAP Secretary.

May 20, 2017