

CSAP Fall Conference November 13, 2018
Minutes of the Executive Board Meeting

Attendees: Michael Kaplan-Immediate Past President, Michelle Dawson-Treasurer, Kami Rowland-President, Deb Burnett-President Elect, Jacob Gutshall, Commissioner on Communication and Technology, Diane Yenerall-Business Office, Dawn Klinefelter-Business Office

Call to order 9:07 am by Kami Rowland

Review of Agenda and Spring May 17, 2018 Board Meeting Minutes

Motion made to approve minutes: Michael Kaplan, Second Deb Burnett

Treasurer Report

Michelle reported that CSAP is projected to have a \$3,000 profit this fiscal year. CSAP has total assets of \$172,323.04, an increase over \$17,000 from last year. The increase is due to the gains made from the Vanguard investment account.

Business Office Report

Dawn provided an overview of the Business Office activity. There are currently 48 paid attendees registered for the Fall Conference. Thirty states are represented and there are 20 first timers.

An update was also provided on the hotel selection for the 2020 Spring Conference in Cleveland, Ohio.

Diane reported that cash in all Accounts is \$172,323.04 and current reserve stands at 186% of the proposed 2019 budget.

President Report

Kami reported the steps made to plan the Fall Conference program. She participated in a call with Michelle, Michael and Diane to review the proposed budget.

Newly elected officers were notified of their elected 2019-2021 positions with CSAP. A congratulatory letter and a copy of their office description and timeline duties were sent to them. After the others who ran were notified that they were not chosen by Michael Kaplan, I posted the results on our Facebook page.

Past President Report

Michael reported he submitted an article to the newsletter and contacted the individuals who were not elected to the board.

Communications & Technology

Jacob reported he received numerous articles for the newsletter. The news letter will be published after CSAP. Facebook live was well received for the Spring meeting

Old Business

Newly elected officers, Amy Rosonet-LeBert (President Elect) and Beth McKerlie (Secretary)

New Business

2021 Site Location

Indiana submitted a proposal for the 2021 site to be in Indianapolis and Virginia submitted a proposal for the 2021 site to be hosted in Norfolk or Richmond.

Motion that the 2021 site location be in Richmond, Virginia made by Michelle and seconded by Michael.
Motion passed.

Budget

2019 budget was presented by Diane and Michelle.

Motion to accept the 2019 budget made by Michele and second by Michael
Motion passed.

The 2019 budget provided funding for CSAP to become an ASHA CE Provider. It was noted that Craven would be the CE Administrator and a CE Consultant would be needed. It was suggested that the President-Elect become the CE Consultant.

Motion that CSAP become a CE Provider made by Deb and second by Michael.
Motion Passed

Motion that the President-Elect become the CE Consultant, made by Michelle and second by Michael
Motion passed

Since there reserves were over 150%, per the financial policy, a drawdown of \$2,000 is permitted. These funds will be used for speakers in 2019.

CSAP Alumni Membership

Discussions on adding a new membership type to permit CSAP alumni to continue to attend CSAP meetings and to share their experiences. A suggested membership fee was \$25. This membership type would be non-voting. It was also suggested that the past president of CSAP oversee the Alumni Membership.

Motion to create a CSAP Alumni Membership with annual dues of \$25, made by Michael and second by Deb. Motion passed.

Motion that the Past President oversees the Alumni membership, made by Michael and second by Michelle
Motion Passed

Motion to revise the bylaws to include the new Alumni Membership and to present this to the membership, made by Michael and second by Deb,
Motion passed

Webinars

Discussion on pricing for webinars member versus non-member or CE versus non-CE.

Motion was made to charge \$20 for a webinar not offering CEUs and \$30 for a webinar offering CEUs, by Michelle and second by Deb.

Motion passed

Motion made that the President-Elect is responsible for arranging webinars, made by Michael and second by Michelle.

Motion passed.

Policy Manual

Motion to accept the new travel policy as presented, by Michael and second by Michelle.

Motion passed.

Meeting was adjourned at 12:02 pm