

CSAP Spring Conference May 17, 2018
Minutes of the Executive Board Meeting

Attendees: Michael Kaplan-Immediate Past President, Michelle Dawson-Treasurer, Melodee Owens-Secretary, Kami Rowland-President, Deb Burnett-President Elect, Jacob Gutshall, Commissioner on Communication and Technology, Melissa Joseph-Business Office/Management, Jen Cherok-Business Office/Management

Call to order 3:08 p.m.-Kami Rowland

Review of Agenda and November 7, 2017 Board Meeting Minutes

Motion made to approve minutes: Michael Kaplan, Second Michelle Dawson

Reports

Treasurer Report-Michelle Dawson

Gains have been made with investments and incoming revenue expected.

Activities of Business Office/Items for Discussion-Melissa Joseph, Jen Cherok

Change in hands to Jen to handle CSAP account

Only 2 Outstanding membership states (LA, MA)-reminders sent to states

ASHA space application made for fall meeting and Conference, CE's offered for Fall conference due to KY donating \$325 fee to allow CSAP to be a CE provider. Statement of Revenue and Expenses reviewed.

Corrections made to Executive Board contact information

President Report-Kami Rowland

Reported all commissioners accepted positions: Jacob Gutshall-Commissioner of Communication and Technology, Mary Beth Mason-Commissioner of Issue and Planning, Jeff Adams-Committee Chair on Nominations, Rhea Dyer-Committee Chair on Time and Place, LaBrita Cash-Baskett-Newsletter Editor.

Coordinated and Implemented strategic plan. Coordinated with CSAP office on Spring and Fall conference and addressed needs indicated on HELP forms.

Collaborated with ASHA Joint Committee to address HELP forms.

President Elect Report-Debra Burnett

Collaborated with CSAP board members to review MOU.

Coordinated roundtable facilitators and obtained disclosure forms.

Past President-Michael Kaplan

Contacted unsuccessful candidates for CSAP board

Participated in Strategic Planning conference call

Collaborated with current board president

Joint Committee meeting with ASHA completed and discussed MOU with ASHA.

Brief review of HELP items submitted to Joint Commission

Updated strategic plan of Joint Commission-no major changes, corrections of language only.

Local Arrangements Spring/Fall 2018-Melissa Joseph

Review of Agenda for Spring Conference and Social Event

Schedule and packet contents for social event, dinner, and game.

Commissioner on Communication and Technology-Jacob Gutshall

Spring/Summer Newsletter-"Winner's Circle" LaBrita Cash-Baskett (four states have contributed)

Website development provided by Craven Management

Facebook Group-Who are admins and discussion of membership adds? Development of Social Media Strategy-possibly interviewing membership and doing Facebook LIVES

Survey-Member e-blast preferences

Old Business-Kami Rowland

1. MOU regarding CSAP Fall and Spring Conference Meetings in Collaboration with ASHA (provision of CEUs)
2. KY offered to provide cost CEU's for the Spring Conference
3. Fall Board Meeting-possibility of decreasing membership fees for States with less than 100 members (current rate \$375, \$250 for smaller states proposed)-Discussed and will be revisited during the Fall 2018 Conference upon collection of pertinent data.

New Business-Kami Rowland

1. Fall Executive Board Meeting start time 12:00 p.m. November 13, 2018 Boston, MA. Motion made by Michael Kaplan, second by Michelle Dawson. Motion passed
2. Fiscal Policy Review and use of 10% excess reserve-discussion held on projects to benefit the state. Discussion regarding-speaker fees, grants for individual state associations, website refresh. Motion made by Michelle Dawson to approve fiscal policy, second by Kami. Motion passed

Motion made by Melodee Owens, second by Michelle Dawson

Adjournment 4:50 p.m.

Minutes respectfully submitted by Melodee Owens, CSAP Secretary May 17, 2018.