

CSAP Spring Conference – May 16, 2019
Minutes of the Executive Board Meeting

Attendees:

Kami Rowland-Immediate Past President, Debbie Burnett-President; Amy Rosonet-LeBert-President-Elect; Michelle Dawson-Treasurer; Beth McKerlie-Secretary, Jacob Gutshall-Commissioner for Communication & Technology; Kelly Kleinhans – Commissioner on Issues & Planning; Dawn Klinefelter-Business Office, Diane Yenerall-Business Office

Call to order: Debbie called the meeting to order at 3:01 pm.

Introductions and Review of Agenda

Review of November 13, 2018 Board Meeting Minutes

Michelle made a motion to approve the November 13, 2018 board meeting minutes and Kami seconded the motion. Motion passed.

Reports

Treasurer Report – Michelle Dawson

-Michelle reported total assets \$182,585.38. This is a drastic increase since January of almost \$!4,000 in Vanguard account.

-There are few states (6) that didn't renew membership this year. The board discussed history of memberships, renewal status of various states and possible suggestions.

-Itemization for CSAP sponsorship plan – EBS only sponsor this year

Business Office Report – Dawn Klinefelter and Diane Yenerall

-Dawn provided an overview of the report of the 2019 spring conference which included sponsorship details, welcome gifts, CEUs, paid attendees, etc.

Fall 2019 Conference in Orlando – meeting location to be determined in the fall.

Spring 2020 conference in Cleveland – updates on location/hotel and planning.

Spring 20201 Conference in Richmond – Dawn and Amy will be working on details this summer.

May 18, 2019 conference packet has call for venues for 2022 and CSAP officers will encourage submissions.

President's Report – Debbie Burnett

-Debbie reported on the roles and responsibilities of the president.

-Debbie provided on status of coordination of commissioner/committee position:

- Commissioner on Issues and Planning: Kelly Kleinhans
- Commissioner on Communication & Technology: Jacob Gutshall
- Chair, Nominations Committee: Amber Handon
- Chair, Time and Place Committee: Sonya Floyd
- E-Newsletter: Labrita Cash-Baskett

-Debbie discussed coordinator and oversight of implementation of strategic plan. Progress and details were significant discussion occurred for the strategic objectives and organization goals.

-Debbie reported she has coordinated with CSAP office regarding the spring and fall conferences.

President-Elect Report – Amy Rosonet LeBert

-Amy reported on all duties of president-elect role.

-Amy coordinated roundtable facilitators.

Past President Report – Kami Rowland

-Kami reported on all duties of past president role.

-Kami also reported that election ballot information is due to Craven in August and that the ballot voting occurs in September.

Commissioner on Issues & planning – Kelly Kleinhaus

The Spring Conference evaluation form was just recently revised to include the topics and additional questions.

Commissioner on Communication & Technology - Jacob

-Jacob reported on the status of the newsletter this year and his collaboration with Debbie.

-Jacob discussed the need to develop a survey of communication preferences of the state associations.

-Jacob also reported Facebook live sessions will continue during the spring and fall conferences.

Old Business – Debbie Burnett

-Memorandum of Understanding (MOU) was approved and signed 12/10/2018.

-Plan for CSAP to be ASHA CE Provider is 90% complete at this time.

-CE provider for Fall 2019 meeting discussion

-Alumni membership category is official. LaBrita Cash-Baskett is the only alumni attending spring conference.

-Revisions of Bylaws and Policies/Procedures were discussed. Motion made to approve by Michelle Dawson and second by Amy Rosonet LeBert.

New Business – Debbie Burnett

1. Discussion on allocation of the approved budget request for spring conference speaker fee.
2. Fall board meeting executive board meeting details - November 19, 2019 at 4:00 pm.
3. Scholarship for spring conference – Michelle discussed specifics of this proposal for states with less than 250 members in the association to apply for a scholarship for one board member to attend CSAP spring conference. The executive board agreed to propose this idea to CSAP membership at the 2019 spring conference business meeting and then continue the work at the executive board meeting/fall 2019 conference.

Adjournment – 6:08 pm.

Michelle Dawson made motion to adjourn CSAP Executive Board meeting; Kami Rowland second

Minutes respectfully submitted by Beth McKerlie, CSAP Secretary, May 16, 2019.