

CSAP Fall 2002 Executive Board Meeting
Tuesday, November 19, 2002
9:00 a.m. – 2:40 p.m.
Atlanta, Georgia

MEMBERS PRESENT: Barbara Moore-Brown (CA); Nancy McKinley (WI); Ron Bender (TX); Marcia Brown (MO); Karlen Cantrell Brucker (MO); Wendy Ellmo (NJ); Lezlie Pearce-Hopper (OR); Tracy Grammer (OK); Donise Pearson (TX); Robert Hull (GA); Mike Flahive (IN); Rosemary Brown Lewis (GA); Robert Craven, Craven Management Firm, non-voting.
*Diane Farrand (NE) was absent.

1.0 Strategic Planning Meeting

The members of the executive board participated in a strategic planning session from 9:00 a.m. through lunch.

2.0 Call to Order: Nancy McKinley (WI)

The meeting was called to order at 12:30 p.m. by President Nancy McKinley of WI.

3.0 Approval of Minutes: Marcia Brown (MO)

Minutes of the May 16, 2002 meeting were reviewed. Motion to approve minutes was made by Ron Bender of TX and was seconded by Donise Pearson, also of TX; motion passed.

4.0 Report of the Treasurer: Karlen Cantrell Brucker (MO)

A copy of the Treasurer's Report was submitted to all members of the executive board. Karlen Cantrell Brucker of MO reported actual revenues to date for the current fiscal period of \$53, 696. and total expenses to date of \$38,258, yielding a current profit of \$15,438. Karlen also submitted two new travel policies, which will be dealt with under new business. Robert Hull (GA) moved to approve the treasurer's report as filed; Lezlie Pearce-Hopper (OR) seconded the motion. Motion passed.

5.0 Report of the President: Nancy McKinley (WI)

1. Three votes were taken via email since the last board meeting. In all cases, quorum was reached as specified in our bylaws for email votes (i.e., 80% of the board).
 - a. The first vote was to approve the contracting with the World of Coca-Cola Museum for our fall CSAP social. The wording of the motion is as follows:

The fall 2002 CSAP social shall be at the World of Coca-Cola with the understanding that the CSAP spring auction will underwrite the event to the level of \$1,500 (if necessary), and the balance of the discrepancy between what is paid by attendees and what is owed to the World of Coca-Cola will be made by corporate donations.

The vote was unanimous from the board members.

b. The second vote related to renewal of the association management contract with Craven Management associates. Wording for a new agreement was negotiated between Craven Management and CSAP.

The vote to continue using their service was unanimous and the contract is now renewed for the next three years, through the end of the 2005 fiscal year.

c. The third vote related to approval of the bylaws changes to proceed to the membership for voting at the fall meeting. The motion was worded as follows:

The CSAP Board supports the restructuring of its board and the concurrent changes in bylaws that would result, and recommends that the plan be taken to the CSAP membership for a vote at the fall 2003 meeting in Atlanta.

The vote from the board was unanimous. The vote by the membership will occur at the business meeting on November 20, 2002.

Five teleseminars have been offered during 2002. The topics, facilitators, attendance, and revenue are reflected in the table on the following page.

A sixth teleseminar is scheduled for January 31, 2003, on the topic of retaining audiologists as part of our state associations. The facilitator will be Steve Ryan (WI and ASHA/CSAP Joint Committee). Total expenses related to the teleseminars is \$120 for the 6 hours of telephone time, plus office staff time, which is part of our contract.

Date	Title	Facilitator(s)	Number of Phone Connections	Revenue
March 4, 2002	Show Me the Money	Tina Radichel (WI)	13	\$325
April 15, 2002	What Every Association Should Know about SLPAs	Kelly Appler (ASHA)	13	\$325
June 5, 2002	The Future of Your Association: Getting Students Involved Now	Lynn Flahive, Sharon Goodson, Marie Patton (NSSLHA)	8	\$200
September 16, 2002	A Model for Student Mentorship and Participation within a Professional State Association	Linda Petrosino, Joy Hyman (OH)	7	\$175
October 7, 2002	Your Association's Website...A Work in Progress	Diane Yenerall, Nancy McKinley, Robert Hull, Marlene Salas-Provance, Ken Ray (CSAP office and volunteers)	10	\$250
TOTAL			51	\$1275

6.0 Report of the President-Elect: Ron Bender (TX)

President-elect Ron Bender (TX) provided a copy of his report to all members of the executive board. He reported that the theme for the year of his presidency of CSAP will be "Growing a Vital Association through Volunteerism," which meets with ASHA's theme of "The Year of the Volunteer." Ron also recommended that the two new commissioners (pending approval of the restructuring of the CSAP executive board) be Wendy Ellmo (NJ) and Tracy Grammer (OK).

7.0 Management Firm: Craven Management Firm

Craven Management Firm submitted a copy of their report to all members of the executive board. Bob Craven also reported that all 52 associations are now members of CSAP. He reported total assets of \$79,000. He also reported that the social event for this meeting was budgeted at \$12,000 with an actual cost of \$24,000. Discussion ensued. Bob also indicated a need for a cancellation and refund policy for both teleseminars as well as for the fall and spring conferences. Bob reported that in the past, we have simply refunded all of the money submitted for the event. He requested a policy that will allow CSAP to charge a handling fee as well as rules for applying for a refund. Discussion ensued; it was decided that the treasurer would address the need for this policy with the new board, either via e-mail or at the spring meeting. Bob also reported that we have 78 attendees with 37 states represented at the fall meeting. He indicated that currently there are 139 attending the social event, with 64 of them being CSAP alumni. He indicated that the alumni number was still rising as of leaving the office on Monday. He reported 18 newcomers and 11 last-timers attending the fall conference. Bob also reported that the spring 2003 meeting is in Nebraska and the fall meeting is in Chicago. He also brought forward an issue with the hotel that had been selected for the Spring 2004 meeting in New Mexico. ASHA has had difficulty with that particular hotel in the past and recommended that a new venue be sought. The management firm is working on the details for a new hotel and intend to have the issue resolved in January.

8.0 Report of the Past President: Barbara Moore-Brown (CA)

Past-President Barbara Moore-Brown (CA) provided a copy of her report to all board members. Discussion ensued regarding the collection of monies from each region as the new regionalization plan is implemented. It was determined we need ongoing education at each meeting so all members clearly understand the plan.

9.0 Standing Committee Reports

9.1a Local Arrangements, Fall, 2002: Rosemary Brown Lewis (GA)

The fall local arrangements chair, Rosemary Brown Lewis (GA) gave last-minute instructions for the pre-CSAP reception, to be held at the Hard Rock Café. AGS is generously underwriting the cost of this event.

9.1b Local arrangements, Spring, 2003: Diane Farrand (NE)

Diane Farrand (NE) was not present at the board meeting. It was reported that she would meet with president-elect Ron Bender (TX) to finalize plans for the spring, 2003 meeting.

9.2 Nominations: Tracy Grammer (OK)

Tracy Grammer of OK reported that for the first time in history, there was a tie in the elections for both offices, secretary and president-elect. A second ballot was distributed and the results of the election were as follows:

President-elect: Lisa O'Connor (CA)
Secretary: Lezlie Pearce-Hopper (OR)

Tracy thanked everyone who was nominated for their willingness to serve.

9.3 Technology Committee: Robert Hull (GA)

Robert Hull (GA) replaced Marlene Salas-Provance of MO as the Chair of the Technology Committee when Marlene moved to California. Robert provided a copy of his report to all members of the executive board. Robert reported that CSAP's listserv is currently up and running, and being utilized by the membership

9.4 Time and Place: Lezlie Pearce-Hopper (OR)

Lezlie Pearce-Hopper (OR) provided a copy of her report to all members of the executive board. Lezlie indicated that she has received a proposal from Wisconsin and Minnesota to co-sponsor the spring 2005 meeting in Stillwater, MN. Lezlie Pearce-Hopper (OR) moved to accept the proposal; the motion was seconded by Karlen Cantrell-Brucker (MO). The motion passed. It should be noted that this proposal falls within the confines of the approved regionalization plan.

9.5 By-Laws: Wendy Ellmo (NJ)

Wendy Ellmo (NJ) reported that her committee had revised the structure of the CSAP executive board, as charged by President Nancy McKinley (WI). Wendy reported that the new By-Laws had been sent out to the membership for review. Wendy also indicated that since the membership would be voting on new By-Laws tomorrow, she would suggest that CSAP wait to implement a procedure for dealing with election ties (for future use, in the event of another tied election) through the By-Laws. Her rationale was that such a policy would require yet another change in By-Laws, which would not be prudent at this time. The issue of election ties will be addressed in the Operating Procedures of CSAP.

9.6 LC: Donise Pearson (TX)

A report from LC representative Donise Pearson (TX) was provided to all members of the executive board. Donise reminded the board members that the plan for ASHA to provide reimbursement to states hosting ASHA will be voted on by the LC.

9.7 Issues and Planning: Mike Flahive (IN)

Mike Flahive of IN, the chair of the issues and planning committee, provided a copy of his report to all members of the executive board. Mike reported that 18 newcomers were registered for the Newcomer's Breakfast, to be held at 7:00 a.m. on Wednesday.

10.0 Old Business

10.1 Operating Procedures for CSAP

Barbara Moore-Brown (CA) reported that she has updated the Operating Procedures for CSAP, and they are ready for the Board to study. Barbara indicated that the executive board will vote on the revised policies and procedures manual via e-mail after time is allowed for study of the Operating Procedures, President Nancy McKinley will conduct the email exchange and ensure a vote is taken by December 31.

10.2 CSAP Travel Policy

Karlen Cantrell-Brucker (MO) moved to accept a newly created travel policy, which clearly delineates expenses paid by CSAP under what conditions. Robert Hull (GA) seconded the motion. Motion passed. The approved travel policy is attached.

10.3 Invited Speaker Policy

Karlen Cantrell-Brucker (MO) moved to accept a newly created invited speaker policy. Lezlie Pearce-Hopper (OR) seconded the motion. Discussion ensued. It was decided that the word "contract" would be deleted in favor of the word "agreement." The motion passed as amended. Donise Pearson (TX) moved to make this policy retroactive to the spring, 2002 meeting to allow for those who donated their time to be eligible for "perks" as stated in the policy. Karlen Cantrell-Brucker (MO) seconded the motion. Motion passed. The approved invited speaker policy is attached.

10.4 ASHA CEU Provider Status

Nancy McKinley (WI) reminded the Board that the November 2001 minutes indicated the Board would review our CE provider arrangement at the November 2002 meeting. She reported that after much investigation by the presidential team into having CSAP become a CE provider for ASHA, they recommend that CSAP continue to piggyback on PSHA's CE provider status. Their rationale is that CSAP does not provide CEUs other than for the spring and fall meetings; therefore it is not financially in the interest of CSAP to become a CE provider for ASHA. Lezlie Pearce-Hopper (OR) moved to accept this recommendation; motion was seconded by Robert Hull (GA). Motion passed.

10.5 CEU Fee

Ron Bender (TX) moved that CSAP add an optional \$5 CEU fee to the registration fee of the CSAP conference, beginning in the spring of 2003. Motion was seconded by Tracy Grammer (OK). Discussion ensued. Motion was withdrawn after complications were explained by the management firm.

10.6 Financial Investment Policy

Karlen Cantrell-Brucker (MO) distributed a financial investment policy to members of the executive board. President Nancy McKinley (WI) agreed to appoint an ad-hoc committee to address this issue further.

11.0 New Business

11.1 2003 Budget

Karlen Cantrell-Brucker (MO) distributed copies of the proposed 2003 budget to the members of the executive board. Karlen moved to accept the proposed budget, contingent on the passage of the newly proposed By-Laws at the general business meeting on Wednesday. Wendy Ellmo (NJ) seconded the motion. Motion passed. The approved budget is attached.

11.2 Joint Meetings with CAPCSD

President Nancy McKinley (WI) proposed that the president of CSAP and at least one other board member attend yearly joint meetings with representatives of the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD). The wording of the resolution was as follows:

WHEREAS, state associations have historically relied on some of its key leadership from university faculty members,

and whereas university faculty members have often provided a strong message to students to participate in state associations,

and whereas university faculty are a commonly used resource for state association convention programs,

and whereas state associations and university faculty share common issues of concern, such as the PhD shortage and continuing education for all professionals in the state,

and whereas the efforts of several associations can often be more effective than the efforts of a single group,

Therefore be it resolved that select members of the executive board for CSAP meet with a comparable group of board members from CAPCSD on an annual basis for the purpose of information sharing and strategic planning on issues of mutual concern.

Furthermore, a representative of the CAPCSD will be granted a short program segment once a year at a CSAP meeting and a CSAP representative will reciprocate at the spring meeting of the CAPCSD.

Tracy Grammer (OK) moved to accept the proposal. Donise Pearson (TX) seconded the motion. Motion passed.

9.0 Adjournment

The meeting was adjourned at 2:40 p.m.

Marcia J. Brown
Recording Secretary

TRAVEL POLICY

(Approved by the Board in November 2002.)

1. Transportation expenses for Elected Executive Board members (President, President-Elect, Treasurer and Secretary) will be reimbursed for reasonable transportation costs to the two CSAP Board meetings and related conferences in the fall and spring. These expenses include travel by air, train, and/or car (mileage to be reimbursed at the going government rate for travel.) Each Executive Board member is responsible to make his or her own travel arrangements. It is anticipated that the most economical travel arrangements will be made for the travel required. Transportation expenses covered also include parking at the airport or train station, shuttle, rental car, and/or taxi costs related to arriving at the meeting place and airport/train station.
2. Hotel expenses will be reimbursed for Executive Board members for attendance at the board meeting and fall/spring conferences. Elected officers will be reimbursed for all necessary and approved hotel nights at the Spring and Fall meetings. Commissioners will be reimbursed one hotel night for the fall and spring meetings. Committee chairpersons may be reimbursed one hotel night for any meeting that the president deems attendance is necessary.
3. ***Registration to the CSAP Conferences in Fall and Spring is paid for elected officers. This includes any additional lunches, social fees, etc. Registration may be paid for commissioners who are no longer state officers. Registration may be paid for individuals such as committee members at the discretion of the president.***
4. The maximum food allowance is \$45.00, which may be allocated among the three meals as the traveler wishes, provided a full day of travel is authorized by the president. In circumstances in which less than full day travel is allocated, and/or if certain meals are included as part of the meeting being attended, food expenses will be reimbursed at the following rates for elected Board members:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 20.00

Reimbursement will not be made for meals that are provided as part of the meeting being attended.

5. Expense vouchers are to be submitted to the Treasurer within one month following the meeting. Receipts are required for all reimbursements being sought.
6. All expenses that deviate from these guidelines must be pre-approved by the Treasurer and President. Only reasonable expenses will be reimbursed.

CSAP INVITED SPEAKER TRAVEL POLICY

(Approved by the Board in November, 2002)

POLICY: All reimbursement to invited convention speakers, who are non-CSAP members, is determined and approved by the CSAP President. Reimbursements must fall within the set budget for the convention. All negotiations for reimbursement will be offered directly by or under direct supervision of the CSAP President. Only the CSAP President is authorized by the CSAP Executive Board to offer contracts to invited speakers. Agreements must be completed and signed by the speaker and the president or management firm prior to the meeting. A copy of the agreement must be on file in order for the speaker to receive reimbursement. Variance from this policy is at the discretion of the CSAP President with approval of the CSAP Treasurer. The invited speaker may choose to donate their time and expenses in return for sponsorship to CSAP.

RULES FOR SPONSORSHIP:

Invited convention speakers may donate all of their time and expenses in return for a listing in the Leadership Circle. The invited convention speaker or their company will also receive the following: Inclusion of the organization's name (or promotional information, if you choose to supply it) in the CSAP bi-annual Convention Program Packets distributed at our conferences, CSAP will display a thank-you sign for all attendees to view throughout all general session(s) at both the fall and spring conventions, further enhancing your involvement, recognition of your organization's name as a sponsor on the CSAP Website for one year, posting of your company's banner ad on www.csap.org (specifications will be provided to sponsors), with a live link to your company's website, and finally, you will also be allowed to provide an email blast statement that goes out to all CSAP members, thereby giving you a forum for expressing why you are supporting CSAP and/or what your organization is doing to contribute to the betterment of children and adults who have communication disorders. An agreement must be signed and on file in order for the invited speaker or their company to receive the sponsorship status.

RULES FOR REIMBURSEMENT:

Invited convention speakers may be paid an honorarium and expenses as determined by the CSAP President.

Expenses may include:

1. Transportation

Transportation expenses for invited speakers may be reimbursed for reasonable transportation costs to the CSAP meeting at which they are speaking at the fall or spring. These expenses may include travel by air, train, or car (mileage to be reimbursed at the going government rate for travel). Each invited speaker is responsible for making his or her own travel arrangements. It is anticipated that the most economical travel

arrangements will be made for the travel required. Transportation expenses covered may also include parking at the airport or train station, and/or taxi costs related to arriving at the meeting place and airport/train station.

2. Hotel

Hotel expenses may be reimbursed for invited speakers for speaking at the fall/spring conference. Invited speakers may be reimbursed for two hotel nights, one night prior to and one night following the speaker's presentation.

3. Registration

Registration to the CSAP fall/spring meetings may be covered for invited speakers. This may include any additional lunches, the CSAP social, etc.

4. Food

The maximum food allowance per day is \$45.00, which may be allocated among the three meals as the traveler wishes, provided a full day of travel is authorized.

In circumstances in which less than full day travel is allocated, and/or if certain meals are included as part of the meeting being attended, food expenses may be reimbursed at the following rates:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 20.00

Reimbursement will not be made for meals that are provided as part of the meeting being attended.

5. Handouts

The expense of handouts may be covered by submitting the handout to the management firm 30 days prior to the meeting date.

Expense vouchers are to be submitted to the Treasurer within one month following the meeting to receive reimbursements. Receipts are required for all reimbursements being sought.

All expenses that deviate from these guidelines must be pre-approved by the Treasurer and President and included in the invited speaker's contract. Only reasonable expenses will be reimbursed.