

AGENDA
CSAP FALL EXECUTIVE BOARD MEETING
TUESDAY, NOVEMBER 11, 2003
9:30 A.M. – 1:30 P.M.
HYATT REGENCY
MEETING ROOM
CHICAGO, ILLINOIS

MEMBERS PRESENT: Ron Bender (TX); Nancy McKinley (WI); Lisa O'Connor (CA); Karlen Cantrell Crucker (MO); Lezlie Pearce-Hopper (OR); Wendy Ellmo (NJ); Tracy Grammer (OK); Robert Craven and Theresa Zamagias, Craven Management Associates, non-voting; Barbara Leader (NY).

1.0 Call to Order: Ron Bender (TX)

The meeting was called to order at 9:30 p.m. by President Ron Bender of TX.

2.0 Announcements: Ron Bender (TX)

President Bender advised that registration is running 4-5 lower than last year.

3.0 Approval of the Minutes: Lezlie Pearce-Hopper (OR)

Minutes of the May 16, 2003 meeting were reviewed. A motion to approve the minutes was made by Lisa O'Connor (CA), and seconded by Nancy McKinnley (WI); motion passed.

4.0 Report of the Management Firm: Theresa Zamagias, Robert Craven

Total assets and budget projections indicate CSAP has an operating budget in reserve for one year.

Concerning the management of motions, President-Elect Lisa agreed to be sure that past motions are organized and placed in record since the year Craven Management took over the CSAP account.

Attendance for this fall meeting: Theresa reported 69 attendees with 56 paid. 38 states are represented with fewer members. The Social is at 102 with a waiting list. 100 is the maximum. There are eight newcomers, and fifteen last timers. The state of Massachusetts and Overseas are not CSAP members at this time. Alaska was a last minute registration.

Spring 2004 CSAP is to be held in the Hyatt Regency in Albuquerque, New Mexico on May 13-15. The Executive Board Meeting will be held on Thursday, May 13 in the evening. Spring 2005 meeting changed to the Hyatt in Minneapolis, Minnesota due to hotel size constraints. Spring 2006 meeting will be held at the Marriott in Portland, Oregon with the social to be on a private yacht across from Marriott.

The invited speaker agreement and invited speaker travel policy were approved electronically prior to this meeting (see attachments). The refund policy for teleseminars was also approved by email prior to this meeting (May 2003). It states as follows:

*If refunds are necessary, the following policy applies:
A refund will only be given in the event the caller experiences technical difficulty which could not be resolved by re-dialing. To qualify, he or she must contact the CSAP designee shown at the bottom of the confirmation letter within 24 hours of the scheduled teleseminar and explain what happened. The CSAP representative will convey this information to a member of the Executive Board for final determination. Registrant will be notified regarding the decision made.*

The CSAP brochure was approved electronically prior to this meeting (see attachment). The CSAP Brochure will be in the newcomers' packet. These will also go out with the dues packet. Thank you to Craven Management and Associates was extended by CSAP President Ron Bender.

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

Budget changes are noted on the draft budget submitted to members at this meeting. A motion to approve the budget as revised was made by Lisa O'Connor (CA), seconded by Nancy McKinley (WI), and the motion passed unanimously. A thank you to Karlen was extended by President Ron Bender.

CSAP Budget Plan – The treasurer advised that this is what we have been doing to come up with our draft budget each year. This plan is to clarify the process. Suggested revisions were made and a motion to approve the plan as revised was made by Lisa O'Connor (CA) and seconded by Karlen Cantrell Brucker (MO). The motion passed.

A motion to approve CSAP Financial/Investment Policy Statements was presented and discussed. A motion to approve the policy statement was made by Lisa O'Connor (CA) and seconded by Ron Bender (TX). The motion to approve passed

6.0 Report of the Secretary: Lezlie Pearce-Hopper (OR)

The CSAP record book of approved motions was given to the CSAP office. Theresa and Lisa will work on keeping an historical record of motions that impact policy of the organization.

7.0 Report of the President: Ron Bender (TX)

Motions approved electronically prior to this meeting should be part of the permanent record of this meeting be being recorded in the minutes. The following motions were approved electronically prior to this meeting AND ARE STATED HERE IN ORDER TO BECOME A PART OF THE PERMANENT CSAP RECORDS:

*Approval of teleseminar refund policy.
Approval of the invited speaker agreement.
Approval of the invited speaker travel policy.
Approval of the revised CSAP brochure.*

Ron extended a thank you to Past-President Nancy McKinley and noted her many contributions to CSAP and the professions.

8.0 Report of the Past President: Nancy McKinley (WI)

Nominations Report: This committee was chaired by Jennifer Schultz (SD), who facilitated the successful completion the election of new CSAP officers. The committee raised several issues requiring board action.

Motion was made by Nancy McKinley (WI) that CSAO membership should vote on a bylaws change that would allow two votes per member rather than the current one vote. There was no second, so the motion died.

Motion made by Nancy McKinley (WI) seconded by Karlen Cantrell Brucker (MO) that no more than three candidates per position should be permitted on the slate of officers. The motion was defeated. The past president abstained.

Motion by Nancy McKinley (WI) that the Committee On Nominations must accept all eligible nominations submitted for each office and that this be added to the Procedures. The motion was seconded by Lezlie Pearce-Hopper (OR), and approved. (This motion will go under Point 2 under duties of committee. Renumber all existing sections).

Lisa O'Connor (CA) moved we amend the bylaws, Article 6, section 3, sentence 4, stating that "a ballot containing all nominees for all open offices will be either mailed or sent electronically by September 1." Nancy McKinley (WI) seconded the motion and the proposed bylaw change was approved.

Nancy McKinley (WI) moved consideration of a vote to approve this bylaw change be addressed at the Spring meeting which could still allow time for implementation for fall. Karlen Cantrell Bucker (MO) seconded and the motion passed. Nancy abstained.

Lisa O'Connor (CA) moved that the Committee on Nominations Timeline, i.e., Timeline #2, bullet #2 should be removed in order to eliminate the need for a letter in support of the nominee. Karlen Cantrell Brucker (MO) seconded. Motion passed.

9.0 Report of the President-Elect: Lisa O'Connor (CA)

Issues and Planning report in Board packets. She requested that approval of the revised Strategic Plan be moved to new business. She further advised that the CSAP Committee Pool Data form was reviewed and minor revisions were made. It was transmitted to the CSAP office for duplication and inclusion in the fall packets. Pool data forms will again be collected at this fall meeting. Lisa will summarize a list of the volunteers for the standing committees.

Commissioner on Issues and Planning is to oversee activities of the Time and Place Committee to ensure spring meetings are scheduled, and that Local Arrangement

chairs are selected at least 18 months ahead of each meeting. The Commissioner will also assist with monitoring and implementation of the strategic plan.

CSAP's Policy and Procedure Manual: Lisa is working with Theresa in the CSAP office to revise the P & P Manual to reflect current practices. Major revisions re being made to the duties and timelines for both the spring and fall local arrangement chairs.

Lisa provided oversight for the five CSAP teleseminars this past year. A survey will be distributed at CSAP to determine satisfaction with teleseminars, and to gather topics for the future. Lisa is recommending no more than five teleseminars for 2004.

10.0 Report of the Commissioner on Communications & Technology: Wendy Ellmo (NJ)

Teleseminar Survey from Spring 2003 was reported.

11.0 Report of the Commissioner on Issues and Planning: Tracy Grammer (OK)

Tracy reviewed the evaluation form summary. A thank you was extended from Ron Bender (TX). Eight new members will attend breakfast in the morning. Tracy encouraged EB members to attend the breakfast at 7:20 a.m. in conference center room 22A & B. Barbara Leader attended this meeting since she is the new Issue and Planning Chair.

12.0 OLD BUSINESS

Revised Strategic Plan – Plan is ongoing to assist the function of CSAP. Additions to the plan are italicized in the June 2003 document. Motion made by Karlen Cantrell Brucker (MO), seconded by Lisa O'Connor (CA) to approve revision of CSAP Strategic Plan. Motion passed. (Revised Plan attached)

ASHA Joint Committee – Nancy McKinley (WI) attended the meeting in Omaha following the CSAP board meeting in May 2003. ASHA has organized four networks and Arlene Pietranton has organized a grid showing the networks. The Joint Committee is working on a proposal regarding partial reimbursement to state associations for network representatives.

Regionalization Issues - Will be monitored and revisited in the Spring of 2004. Lisa O'Connor thinks a letter would be welcome from the CSAP President with information on the regionalization plan. Time and Place Committee could invite areas states to be on the committee as well as making the financial contribution. CSAP will continue to monitor the regionalization plan and state questions and comments. States may be asked to pay several years, but it will equal out over time. Recommend survey question on regionalization plan and results should be evaluated by board appointed task force. Regionalization Plan and letter may go out with dues each year.

NSSHLA Alliance – CSAP President, President-Elect, and Past President will be

meeting briefly with Lynn Flahive, NSSHLA Executive Director during this Fall Meeting to discuss how CSAP and NSSHLA can interface to meet common goals and objectives.

Craven Review – Ron Bender requested input on contract. Formal evaluation was completed.

13.0 NEW BUSINESS

Wendy Ellmo (NJ) led a discussion on archiving discussion from the CSAP Discussion List (ListServ). The CSAP office currently provides a chronological archive of the listserv in a word document. The process will continue. The CSAP Association Manager will let CSAP members know these listserv discussions are available in email form for the past year. The CSAP Executive Board will address this archive process and its continued need in the next year.

Wendy Ellmo (NJ) presented a Procedure for Creating a Vehicle for Communication between Lobbyists and between Business Offices. A survey letter for state business offices will be distributed by Wendy Ellmo & Craven. Based on results of the survey Wendy will contact EB members for further action.

Ron Bender (TX) formally thanked Nancy McKinley (WI) for her service and dedication at her final EB meeting.

14.0 ADJOURNMENT at 1:55 p.m.