

**CSAP EXECUTIVE BOARD MEETING**  
**CSAP 2004 FALL MEETING**  
**Tuesday, November 16, 2004**  
**9:30 to 2:00 PM**  
**Philadelphia, PA**  
**Marriott Courtyard, Downtown**

**MEMBERS PRESENT:** Lisa O'Connor (CA); Ron Bender (TX); Ellayne Ganzfried (NY); Lezlie Pearce-Hopper (OR); Amy Goldman (PA); Barbara Leader (NY); Ken Ruder (OH); Robert Craven and Theresa Zamagias, Craven Management Associates, non-voting.

**1.0 Call to Order: Lisa O'Connor (CA)**

The meeting was called to order at 9:40 p.m.

**2.0 Roll Call: Lisa O'Connor (CA)**

Amy Goldman excused until after lunch.

**3.0 Announcements:**

All of the board will attend the Newcomer's Breakfast on the Mezzanine, Room 1, tomorrow morning at 7:20 am. A Newcomer's Packet was sent to the first time attendees, but in case they did not bring the packet, specific handouts will be available at the breakfast. The Board and Committee Chairs will provide information at the Breakfast.

The President advised that 83% of Region IV states contributed to this fall conference as of this date.

Lisa O'Connor announced the results of the election for 2005:

Ken Ruder (Ohio) will serve as President-Elect

Ann Bilodeau (Indiana) will serve as Secretary

**4.0 Approval of Minutes: Lezlie Pearce-Hopper (OR)**

Minutes of the May 13, 2004 meeting were reviewed. A motion to approve the minutes was made by Ron Bender (TX), and seconded by Ellayne Ganzfried (NY); the motion passed. Lezlie will ask for notes from break-out sessions to compile and post on the website.

**5.0 Board Reports**

**5.1 President's Report: Lisa O'Connor (CA)**

No name or contact has been received from Puerto Rico for Lisa to contact regarding support needed to meet ASHA requirements for membership in CSAP.

Lisa discussed preparations for this fall meeting. Issues concerning the difficulty holding two major CSAP roles were discussed.

**Motion:** A motion to revise the local arrangements chair job description to specify that a person cannot hold a CSAP office and local arrangements chair at the same time was made by Ellayne Ganzfried (NY), and seconded by Ron Bender (TX); the motion passed. Theresa will make the appropriate revision to the Policy and Procedures notebook.

Lisa recommended that anyone leaving a CSAP office, report recommendations in a report to the Board.

Lisa presented the new CSAP conference rotation. **Motion** was made by Ellayne Ganzfried (NY) and seconded by Ron Bender to insert the modified state rotation through 2010 in the P and P manual (see attached revised schedule). Motion passed. CSAP office will make the required change in the P and P Manual.

A committee including Amy Goldman and the CSAP office (Theresa and Bob) drafted a speaker policy and put it out electronically for us to review. A need regarding the consistency of the policy for invited speakers, members vs. invited ASHA Members was discussed. This issue will be further reviewed under “Old Business” at this meeting.

Lisa briefly reviewed a conference call held with the leadership of the Council on Academic Programs in Communication Sciences and Disorders. The minutes of that call are attached.

## **5.2 President Elect Report: Ellayne Ganzfried (NY)**

Board discussed CSAP continuation of teleseminars. Tab 6 in the President-Elect section of the manual on Page 7, Item 2 to change from 4-6 to 2-4 number of seminars per year. Ellayne reported that she worked with Tina Eichstadt and Sarah Sweeney to secure venue for the social for Spring 2005 meeting in Minneapolis. The Mall of America has been secured for the social. Angela Mandas, President of California Association was contacted to seek a Local Arrangements chair for fall 2005 in San Diego.

Determined theme for the 2005 to be “Challenges, Changes and Choices for State Associations. Pat Van Slyke of Illinois has been appointed as Commissioner for Issues and Planning in 2005. Commissioner on Communication and Technology to be appointed soon.

Participated in conference call for Council of Academic Programs as mentioned above.

## **5.3 Past President’s Report: Ron Bender (TX)**

Ron, as the Past President of CSAP is serving as Chair of the Joint Committee for State and National Association relationships. See separate report in these minutes. The Joint Committee met in Albuquerque, NM on May 12, 2004. Ron reported that

a letter had been sent to Dennis Hampton, Chair of the ASHA Government Relations and Public Policy Board, from the Joint Committee outlining desired priorities for the Public Policy agenda.

As Past President Ron worked with the Nominating Committee to ensure that it's work was completed in a timely fashion.

He also worked directly with the ASHA LC Liaison to make certain CSAP members remain aware of issues facing LC that impact the state associations. The ASHA Liaison will report at the CSAP meeting regarding resolutions of the Spring Legislative Council meeting.

The Past President portion of the Policy and Procedures Manual was maintained. When we meet in the spring we have the three (3) Ps whose state policy registration is waived. The registration for three (3) ASHA representatives has been waived for the CSAP meeting. Our registration includes the social and is more than the ASHA public policy event. Question was asked as to whether we should comp ASHA Joint Committee members for the social. A **motion** was made by Ron Bender (TX), and seconded by Amy Goldman (PA) to comp registration for ASHA Joint Committee members and make it reciprocal. This motion is to include CSAP social for three (3) ASHA Joint Committee Members. The motion passed.

#### **5.4 Treasurer's Report: Robert Craven for Amy Goldman (PA)**

Robert Craven presented the proposed 2005 budget. He noted that during the past several years the budget was designed to break even and yet \$5,000-\$6,000 in profit was made. **Motion** by Ellayne Ganzfried (NY) to accept 2005 Budget as presented by Robert Craven. Second made by Lezlie Pearce-Hopper (OR). Motion passed.

#### **5.5 Secretary's Report: Lezlie Pearce-Hopper (OR)**

Recommend that the Bring, Brag and Moan form be sent in the registration packet in advance so participants can bring it to the conference. Provided reminder to CSAP office to obtain a computer with power point prior to the conference if the secretary can not obtain one. Recommend 2005 CSAP Secretary bring a lap top computer for conference minutes.

#### **5.6 Management Firm Report: Robert Craven**

2004 CSAP meetings. Profit of \$6-7,000 for the year anticipated. Sponsorships and donations are up. Balance in reserve accounts is: \$70,059.

Craven projected that CSAP's year-end operating cash balance would exceed \$10,000 and recommended that \$5,000 be transferred to the Vanguard reserve account noting that the \$5,000 left in the operating account would be sufficient.

**Motion** made by Lezlie Pearce-Hopper (OR) that CSAP Management Firm should retain \$5,000 in the operating account and move cash balance over and above that

amount to the Vanguard account. Second made by Ron Bender (TX). Motion passed.

There are sixty-eight (68) paid attendees at this meeting with total attendees at seventy nine (79). There are ninety (90) total attendees for the social including fourteen (14) paid guests and thirty-eight (38) states are represented. There are sixteen (16) new attendees. There are thirteen (13) last timers.

The Spring CSAP Meeting will be Thursday, May 13 -14, 2005 at the Hyatt Regency, Minneapolis. The Executive Board Meeting will be May 12, 2005.

Local Arrangements in P and P manual will add #13 that specifies the engagement of a local professional auctioneer. Auctioneer at spring conference should be a professional.

Last timers were verified by email prior to the meeting.

## **6.0 Committee/Commission Business/Issues**

### **6.1 Local Arrangements Chair, Fall 2004: Amy Goldman (PA)**

Amy provided an update on this meeting and welcomed us to Philadelphia.

Our vendors should routinely be asked to participate in the CSAP meeting by donating door prize(s) or silent auction item(s). Amy provided information on area sites. She also provided highlights regarding the Social on Wednesday evening.

### **6.2 Local Arrangements Spring, 2005: Sarah Sweeney and Tina Eichstadt (MN) Ellayne Ganzfried (NY)**

Sarah and Tina are co-chairs. As mentioned earlier, Social will be at the Mall of America.

### **6.3 Commissioner On Issues and Planning: Barbara Leader (NY)**

Barbara advised that 56 surveys had been returned and she distributed a Handout summarizing the ratings and comments made.

Program evaluations for the Fall 2003 meeting in Chicago, and Spring 2004 meeting in Albuquerque, were reviewed and analyzed. 70% of the surveys were returned.

### **6.5 Commissioner on Communication and Technology: Ken Ruder (OH)**

1) There will be no separate list-serv for Association Managers. There was not a clear mandate for abolishing the Bulletin Board, and so Ken suggested we submit this to a vote of the membership. This will be added to the Business Meeting agenda for Wednesday afternoon. 2) Survey asked if we should have a quarterly CSAP newsletter added to the website? Most were in favor. Questions were raised as to who would do this and how much work

would be involved? Who would keep it up?

Recommendation by Ken to explore possibility of adding a newsletter to the web site.

Actions Ken wants us to take on web poll items: Number 1 on floor of business meeting. Number 2 Motion by Lisa O'Connor (CA) and second by Lezlie Pearce-Hopper (OR) that CSAP newsletter be added electronically to the website on a trial basis and the duties be added to the Committee On Communication and Technology. Someone would take charge of obtaining information for the newsletter, editing the document and then it would be sent to the CSAP office. Lisa O'Connor volunteered to work under the new Commissioner as the editor on a one year trial basis.

**Motion:** CSAP newsletter will be added electronically to the website on a one year trial basis. A volunteer editor, Lisa O'Connor, will work under the Commissioner on Communication and Technology to obtain newsletter information, edit and pass on to the CSAP office.

The existing Bulletin Board will become invisible on the website since it is not being utilized. It would be available to re-activate at no cost if members decide to re-activate this site at a later date. Ken will present this at the business meeting, and if members want to discontinue the bulletin board, it will become invisible.

The CSAP office will begin archiving topic folders by items on the listserv. This will happen from this point forward. Theresa will email Lisa existing archives of emails from past two-three years. Lisa will review to see if topic archives for previous years can be organized.

Speaker Bureau update: Ken announced that twelve (12) people have volunteered. Ken will finalize speakers and send list to the CSAP office for posting on the CSAP website.

**6.6 Time and Place: Ron Bender (TX) for Frank Bender (OR)**

Spring Meeting 2007 location from Region II. The Executive Board by consensus approved the proposal of Little Rock, Arkansas.

**6.7 ASHA Legislative Council: Lisa O'Connor (CA) and Members of the Board**

Major issue SLPAs – there will be resolutions at LC to recognize training programs and register assistants. 32 states now officially regulate assistants.

**6.8 Joint Committee: Ron Bender (TX) see attached.**

The Joint Committee met in Albuquerque, NM on May 12, 2004. They will meet again later today. Minutes of the May meeting are attached for the

record. H.E.L.P. form is in all the packets so CSAP members can comment and/or express concerns about how Joint Committee can be of assistance.

## **7.0 Old Business**

### **7.1 Update on Strategic Plan: Lisa O'Connor (CA) and Members of the Board**

All Board members provided an update on their individual responsibilities.

### **7.2 Update on CEs for CSAP conferences: Lisa O'Connor (CA)**

Four (4) hours of CEs approved for this conference. ASHA Continuing Education Board is reviewing requirements for CEs and a proposal to include “organization and management type sessions” is being proposed.

### **7.3 Speaker Reimbursement Policy**

Theresa and Lisa identified four categories of speakers: 1) CSAP Member, 2) SLP/Aud but CSAP non-member, 3) ASHA EB Members, and 4) Non-SLP/Aud and CSAP non-Member. Following input from Board members the revised policy was presented (see attached)

**Motion** by Ellayne Ganzfried (NY) and second by Amy Golden (PA) to approve Speaker Reimbursement Policy Maximum Reimbursement for Invited Speakers at CSAP Sponsored Conferences. Motion passed. Document will be added under Fiscal Policy in Policies and Procedures. Modify index to accommodate. It will be the last item under Tab 3.

## **7.4 Sponsorship Packages**

Concerns were raised about asking companies to supply bags and/or folders and to also pay \$250 for doing so. After a lengthy discussion, most board members felt the fee should remain for bags and folders, but that the brochure should be reorganized to include these as additional sponsorship opportunities. Brochure will be revised to reflect changes. Lisa will make changes and Board will approve revisions and vote on electronically.

## **8.0 New Business**

### **8.1 Fiscal Policy – fees for Board members**

Registration fees for Board members for CSAP activities other than the spring and fall conferences are the responsibility of the voting members.

### **8.2 Revised Regionalization Rotation and report on progress**

See Lisa's report attached.

**8.3 Bring, Brag, and Moan** – Secretary requests that we please remind states to submit information reported in writing to the secretary for dissemination following the CSAP Meeting.

**9.0 Adjournment at 2:15 p.m.**

Respectfully Submitted,  
Lezlie Pearce-Hopper  
CSAP Secretary