

CSAP Business Meeting  
Fall 2009 Meeting  
New Orleans, LA  
November 18, 2009

**Call to order**

**Sherry Curtiss (NC)**

The meeting was called to order at 3:38 pm by President Curtiss.

**Approval of Spring 2009 Minutes**

A motion to approve the minutes of the Spring 2009 business meeting was made by Lucinda Gibson (MS), and seconded by Robbie Jackson (WA). Motion passed unanimously.

**Treasurer's Report:**

**Charley Adams, (SC)**

CSAP had a modest profit in 2008, after a loss in 2007. In 2009, CSAP is likely to turn a loss again. Attendance is down and this seems to be the primary reason for the loss in revenue. CSAP has total assets of \$92,467. Our reserve account balance is \$77,716, which is 110% of our operating expenses. We are striving for a reserve balance that is 150% of expenses. Yesterday the Executive Board voted and approved a balanced budget. CSAP continues to have 49-50 members.

Robbie Jackson (WA) asked if the budget could be put on the website if it is not already posted. Robbie stated that putting that up on the website is recommended; she noted it has made a difference in her state of Washington.

**Commissioners/Committee Reports:**

**Past President Report:**

**Lizbeth Stevens (MI)**

Lizbeth Stevens reported that CSAP will be incorporated by Dec 31<sup>st</sup> of this year. CSAP has been working on finishing the proposed new strategic plan. Lizbeth thanked her committee members who assisted in reviewing the strategic plan.

**E-Newsletter:**

**Lucinda Gibson (MS)**

Lucinda stated that she has proposed moving to a website link communication that would flow on a regular basis instead of a twice a year published newsletter. Lucinda reported that this is her last meeting.

**Joint Committee Report:**

**Sherry Curtiss (NC)**

Sherry shared the proposal of an Associate Membership category for SLPAs within the membership structure of ASHA. More information on the Associate Membership category is being developed and will

be shared from ASHA in the future. Yesterday, time was spent looking at the mission and role of the joint committee and keeping that in line with the current governance structure for ASHA and CSAP.

Evaluation Form:

Sherry drew member's attention to the Joint Committee input form in the packet. Sherry asked Carol Fleming if an electronic version of this form could be sent out next week to members.

**Local Arrangements:**

**Heather Anderson (LA)**

Heather reported that CSAP members will meet in the front lobby of the hotel to go to the social. We will then be taking a short walk to Crescent City Brewhouse at 5:30pm.

**President Elect Report:**

**Judi Keller, (TX)**

Judi reported that the Spring CSAP meeting will be held in San Antonio, TX, May 13-15<sup>th</sup> 2010. We will be staying in the Menger Hotel and having dinner in the Alamo. TSHA will be one of the hosts for the event. Judi is trying to plan some programming that will interest everyone. She would like some feedback on suggestions for programming and topics that would be of benefit to members. We don't have a lot of money for speakers, so we are looking for local choices or CSAP talent to talk at the conference. Judi drew attention to the Committee Pool data form in the packet to sign up and be involved in CSAP.

**President Report:**

**Sherry Curtiss, (NC)**

Sherry reported that the Executive Board spent a lot of time reviewing the budget yesterday. There is no money available for speakers in the Fall, but we were able to preserve some money for Spring conference speakers. The board did vote to make some cuts to their own reimbursement as a cost saving measure.

**Issues and Planning Report:**

**Paulette Gentry (TN)**

Paulette welcomed the newcomers and welcomed them to join CSAP members again in San Antonio at the Spring meeting.

**Time and Place Committee Report:**

**Erica Chatelain (GA)**

Erica reported that the committee is taking proposals for the 2012 meeting. The deadline for submissions is April 1, 2010.

Sherry Curtiss (NC) clarified that states don't necessarily need to have all details figured out before submitting the form to host CSAP in their state. She asked that interested states submit the interest form and the committee will work with individual states to determine the specifics.

Sherry reported that the CSAP Board heard from Molly Thompson (AK) yesterday about a proposal for a future CSAP conference to be held in Alaska.

Molly Thompson (AK) then spoke to the audience. She reported that cost really depends on where you're coming from. Molly reported she can fly to DC for under \$500 every time, NY was \$415 this

summer at peak time.

Molly reported that Delta, Alaska, United and Continental fly to Alaska. Molly reported the hotel cost would be \$120 per night in Anchorage, AK. A glacier cruise with dinner out of Prince William Sound would be the social event possibly. Molly said with a CSAP conference held there in May, it would be held just prior to the peak season with daylight all day.

Denver, CO was also mentioned as a possibility for a CSAP conference in the future.

Lonnie Harris (KY) made a motion that CSAP be held in Alaska in 2012. Sherry Curtiss (NC) reported a motion could not be made because of procedures in the by-laws.

Sherry then asked for an informal show of hands for going to Alaska. Most people raised their hands in support.

**Communication and Technology Committee Report:**

**Carol Fleming (AR)**

Carol shared that CSAP is on Facebook and asked members to please join the group. It is a closed group so you have to ask to join. We are also on Linked In. Linked In is an open group.

Carol reported that she sent out emails to various state associations and compared the listing for the directory with the association website listing. Carol raised the importance of updating the information for CSAP so that the broadcast emails and communications can get to the 3 Presidents of each state. Carol asked the members to check the directory list in the folder for this conference and make a change if needed.

Carol asked that the each state current President tell the new incoming President to update the new information. Judi Keller(TX) asked that members document their term of office so that the CSAP office could know when the transition occurs for positions. Carol reported that quick links are going to be added to the CSAP website for Facebook, Linked In, and ASHA's state-by- state website.

Carol stated that there will be a vacant position of commissioner for this committee in January when she changes roles within CSAP.

**Nomination Committee Report:**

**Molly Thompson (AK)**

Sherry Curtiss (NC) reported that nominations for the Nancy McKinley award are due Feb 1<sup>st</sup>. Sherry reported that we are now calling that committee the "Honors and Awards Committee".

Molly reported that the nominations committee met several times. Molly reported that she is making a sequenced timeline for the responsibilities associated with this position. Molly then announced the new Executive Officers for 2010. There were 4 nominees.

The winner for the CSAP Treasurer position is Lonnie Harris from Kentucky.

The winner for CSAP President Elect is Carol Fleming from Arkansas.

**CSAP- ASHA Spring Collaboration:****Sherry Curtiss (NC)**

Sherry Curtiss (NC) reported that in May ASHA came to the Joint Committee and reported that they were no longer going to have the ASHA State Policy workshop and had a desire to collaborate with CSAP. Sherry reported that many good things came from that discussion.

CSAP created an Advisory Committee which consists of past CSAP Presidents (Barbara Moore, Theresa Rodgers, Ann Bilodeau, and Lisa O'Connor).

Sherry met with this group via phone conference to review this new direction and proposal. This committee is currently an ad-hoc committee. It will be determined later if this is something to add to the policy and procedures as a standing committee of CSAP.

Sherry reported that she enjoyed talking with the CSAP members to gain their opinions about collaboration with ASHA.

Craven Management helped create and draft a MOU. This draft MOU went back and forth between the ASHA and CSAP Boards. The CSAP board made their final recommendations and ASHA approved the final draft document with those final recommendations.

Sherry will be signing this MOU at this November ASHA meeting with ASHA President, Arlene Pietranton. The CSAP Spring meeting will be called "CSAP Spring Meeting in Collaboration with ASHA".

There will be one conference price which will be \$25 more than what has currently been paid for CSAP Spring meetings. Moving to this structure for our CSAP Spring meeting will mean streamlined registration and elimination of redundancies.

CSAP members will be receiving CE units, but not all topics and activities will be counted as CE. The CSAP Board has the final vote on what is put forth for CE and the program itself. CSAP will retain the profits from the meeting. The conference will begin Friday morning and will go until Saturday evening for the social. If a person has just attended CSAP, this structure is a half day longer. The Spring CSAP meeting will be 2 days in length with one registration cost. There will be a \$25 increase in registration but a cost savings on hotel stays. CSAP has asked that the business meeting be just CSAP members in attendance. Sherry reported it was nice to work with everyone on this project.

Judi Keller (TX) congratulated President Curtiss on tackling this on her own in a year-long timeframe.

**NEW BUSINESS:****(1) Teleseminars/Webinars:**

Sherry Curtiss (NC) asked for input on these offerings because these are not being attended well and wanted to explore possible reasons.

Robbie Jackson (WA)- Reported that she's teaching at the time frame these have been offered because of her West Coast location. It has always been a timing issue for her, a challenge that may not be an issue for others.

Molly Thompson ( AK)- Reported that she audiotapes those seminars, or has in the past and made the suggestion that CSAP explore how these offerings could be accessed later.

Paulette Gentry (TN) Paulette asked if there could be a chat option. She suggested a chat room that CSAP attendees could access after accessing the webinar at our time and convenience.

Lonnie Harris (KY) Lonnie asked why these offerings could be done on a Saturday when people aren't typically working and the time zone issue would be less of an issue possibly since it's not a typical workday.

Lucidan Gibson (MS) asked if these offerings are of value to CSAP membership.

An informal poll was taken by show of hands. Less than half of the audience raised hands for their value initially.

Another poll was taken again determining if there would be a difference if these were recorded offerings available at a later time. About half the audience raised their hands with this change.

Kathy Boada (CO) reported that in Colorado they've videolinked (live-streamed) their presentations. They've had a better response from their membership.

A poll was then taken regarding videolinking the presentations. 12 people voted for this option.

#### (2) LISTSERV:

The listserv contains current and alumni CSAP members currently. The Broadcast list only contains the current three Presidents from each state.

Currently, if an email is submitted to the listserv, it gets screened by Craven before being sent out to the list.

Sherry Curtiss (NC) asked if members would like to have the option of posting an immediate posting and response. Most of the room raised their hand for this option.

Sherry (NC) then asked for those interested in having the process remain the same with a request sent to CSAP where it is screened before being sent to the list. 5 people raised their hand for this option.

#### (3) Membership in CSAP:

Sherry Curtiss (NC) state that our CSAP numbers do not change due to the makeup of our membership. The Executive Board discussed the option of opening up CSAP to board members other than the three Presidents from state associations. She stated that this would possibly facilitate and motivates leadership within state associations.

Kathy Boada (CO) asked if the president would still be able to have input on who can register and attend CSAP. She asked that they not be able to register on their own.

Carol Fleming (AR) reported that many times the one or more of the three presidents from a state association might have a time conflict with the CSAP conference. Not all associations may realize that

they could send someone else from the board.

Sherry Curtiss (NC) stated this would open up a possibility for others who might be interested in attending CSAP to develop leadership skills.

Sherry reiterated the President would still be able to invite specific people.

Most people were supportive of the idea of being able to invite other members from their boards demonstrated by a show of hands.

Gail Belin (VT) remarked that if someone wanted to come to CSAP but wasn't a President, she would want them to be active on a committee so they could be groomed for leadership.

(4) Recognition:

*Last Comers:*

(NM): Toni Trujillo

(GA): Ruth Stonestreet

(NV): Rebecca Bailey-Torres

(CO): Katheryn Boda

(MS): Lucinda Gibson

(OK): Elaine Hobson

(IL) Mary Kirwan-Johnson

(PA) Char Molrine

(ME) Erica Ricker

(MI) Lizbeth Stevens

(SC) Charley Adams

*President's Recognition:*

Sherry Curtiss (NC) recognized people who have helped her this past year.

Lizbeth Stevens

Charley Adams

Carol Fleming

Paulette Gentry

Lucinda Gibson

Juliette Stoute White

Erica Chatelain

Marlowe Fisher

Ruth Stonestreet

Diane Collins

Molly Thompson

Jean Zimmer  
Heather Anderson

Sherry then gave Heather Anderson and Donna Fitzgerald a gift for her work on Local Arrangements for the CSAP Fall Conference in New Orleans.

(5) Auction:

Charley Adams (SC) read the last names of the people who won the silent auction items. Charley reported that the silent auction at this CSAP meeting has raised a total of \$1,773.00.

(6) Raffle:

The winner is Alan Gravell (RI). He will collect \$450 for his half of the proceeds.

The meeting was adjourned at 4:40 pm