

CSAP EXECUTIVE BOARD MEETING
CSAP 2004 SPRING MEETING
Thursday, May 13, 2004
6:30 to 10:00 PM
Albuquerque, New Mexico
Hyatt Regency Hotel

MEMBERS PRESENT: Lisa O'Connor (CA); Ron Bender (TX); Ellayne Ganzfried (NY); Lezlie Pearce-Hopper (OR); Amy Goldman (PA); Christine Vining (NM); Barbara Leader (NY); Ken Ruder (OH); Donise Pearson (TX); Frank Bender (OR); Ken Bouchard (MI); 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 6:30 p.m.

Announcements:

All of the board will attend the Newcomer's Lunch at 12:30 p.m. A Newcomer's Packet was sent to the 25 first time attendees. The Board and Committee Chairs will provide information at the Lunch. The CSAP Brochure and the committee pool form will be sent electronically in September 2004.

2.0 Approval of Minutes: Lezlie Pearce-Hopper (OR)

Minutes of the November 11, 2003 meeting were reviewed. A motion to approve the minutes was made by Ron Bender (TX), and seconded by Amy Goldman (PA); the motion passed.

3.0 Board Reports

3.1 President's Report: Lisa O'Connor (CA)

Committee pool forms were reviewed and appointments were made to the following: Commissioner on Issues and Planning, Barbara Leader; Commissioner on Communication and Technology, Ken Ruder; ASHA-Legislative Council, Ken Bouchard; Local Arrangements – Fall 2004, Amy Goldman; Nominations, Donise Pearson; and Time and Place, Frank Bender. Region I states were sent information regarding the Regionalization Plan and requested to contribute a minimum of \$100 for the Spring CSAP 2004 Meeting.

3.2 President Elect Report: Ellayne Ganzfried (NY)

Ellayne will ask at the CSAP Business Meeting for topic suggestions for the two remaining teleseminars in 2004. Participants enjoyed the ability to be online while talking during the recent Technology Teleseminar. Ellayne will distribute the revised Teleseminar survey results at the Business Meeting. Patricia Hargrove and Tina Eichstadt will serve as Local Arrangement for the Spring CSAP 2005 Meeting in Minneapolis, MN.

3.3 Past President's Report: Ron Bender (TX)

The Past President serves as Chair of the Joint Committee for State and National Association relationships. The Joint Committee met yesterday, May 12, 2004 and will meet prior to the CSAP Meeting in Fall 2004. The Operational Procedures and Orientation document has been completed by the sub-committee.

The Past President ensures work of the Nominating Committee is completed in a timely fashion. Nominations chair Donise Pearson will put together the slate of nominees for President-Elect and Secretary.

Past President worked directly with the ASHA LC Liaison to make certain CSAP members remain aware of issues facing LC that impact state association. 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 three (3) Ps whose state policy registration is waived. The registration for the three (3) ASHA representative has been waived. Our registration includes the social and is more than the ASHA public policy event. We should comp. ASHA Joint Committee. 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 for the spring conference, motion passed.

Following discussion of this motion, a committee including Amy Goldman and the CSAP office (Theresa and Bob) will draft 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. **A question was posed, "Do we need to add check off: are you attending the social?" on the registration form. Consensus was not to ask this question and it might discourage attendance at the social.**

3.4 Treasurer's Report: Amy Goldman (PA)

The tax return has been filed. The Treasurer is appreciative of inheritance of a rosy picture. As of April 30, 2004, CSAP had total assets of \$97,424. These are comprised of the long-term Vanguard investment account of \$29,812, short-term investment of \$38,551, and the balance in our bank account of \$29,061. Over the past year, total assets increased nearly \$11,000 from the year-ago total of \$86,773. Revenue was less last year, but expenses were less also. Massachusetts is only state that has not paid and they were called by the President. Spring meeting revenues look to be on target. Thinking Publications will again sponsor the auction social for this CSAP. Please submit your expense statements. Barbara Leader (NY) moved to

accept the Treasurer's report with a second by Ron Bender (TX), the motion passed.

3.5 Management Firm Report: Robert Craven

Fiscal year records were closed and the Form 990-EZ was prepared and filed with the IRS. Detailed financial reports were provided to the Board and a financial summary of the Fall Meeting was prepared. Two teleseminars were administered.

There are 72 paid attendees at this meeting with total attendees at 87. There are 93 total attendees for the social and thirty-nine (39) state are represented compared to thirty-eight (38) last year. There are twenty-five (25) new attendees.

The Fall Executive Board Meeting will be Tuesday, November 16, 2004 at the Marriott Courtyard, 21 Juniper, City Hall (Philadelphia, PA) followed by the Fall 2004 CSAP meeting on November 17, 2004.

CSAP has hit \$100,000 mark for the first time prior to bills being paid. Revenues year to date have been met. Variable is the auction income tomorrow evening. 50/50 will begin tomorrow and the drawing will take place at the end of the Business Meeting. Please stress to states to update their officer information. The new CSAP directory comes out in each meeting packet.

4.0 Board Orientation

4.1 Policy and Procedures Manual: Lisa O'Connor (CA)

Updated and sent to all Executive Board Members and Committee Chairs.

4.2 Update on Strategic Plan: Lisa O'Connor (CA)

Provided copies to Commissioner on Issues and Planning and Commissioner on Communication and Technology. Ron Bender (TX) and Lisa O'Connor (CA) with the two commissioners, Barbara Leader (PA) and Ken Ruder (OH) will assume oversight of Strategic Plan goals to ensure they are updated and that action is taken as appropriate.

5.0 Committee/Commission Business/Issues

5.1 Local Arrangements Chair, Spring 2004: Christine Vining (NM)

Christine provided an update on this meeting and welcomed us to Albuquerque. She handed out gifts of lanyards made by her family in addition to dream catchers.

5.2 Local Arrangements Fall, 2004: Amy Goldman (PA)

Philadelphia Social Events were announced. The Mummer's Museum in South Philadelphia will hold the Social Event.

5.3 Local Arrangements Spring, 2005: Ellayne Ganzfried

Minnesota meeting, Minneapolis, Patricia Hargrove and Tina Eichstadt will co-chair. A tremendous amount of work has been completed to date. The Hyatt Regency will hold the meeting.

5.4 Commissioner On Issues and Planning: Barbara Leader (NY)

The Program Evaluation for the 2003 Fall CSAP meeting in Chicago: 44 surveys were returned with 215 responses. The most beneficial included: Networking, Website presentation, Bring, Brag and Moan, Updates on ASHA Advocacy Network, Comparison of caseload issues, and issues involving students. Suggested topics and general suggestions include: Increasing non dues revenue, Increasing membership and participation, Structuring committees, Policies and Procedures, Leadership development/training at state level, Use of lobbyists, Collaborative/Consultative Models for Schools, and Increasing involvement/support to State Associations from Universities. Frank Bender (OR) and Barbara Leader (NY) are working on a Time and Place update.

5.5 Commissioner on Communication and Technology: Ken Ruder (OH)

Website update has not occurred. Hope to make website viable to discuss issues for today and make it a topical content. Ken Ruder would monitor the website. Some state administrators (Business Managers) have indicated they want a site for conversation, **but establishment of such a site does not seem warranted at this time.** They can subscribe to the current CSAP site.

5.6 Nominations: Donise Pearson (TX)

President-Elect and Recording Secretary are the offices to be filled for the 2004 election year. Two members have been solicited for the Nominations Committee: Terri Philpot (TN) and Tina Eichstadt (WI). Both have agreed to serve. Broadcast e-mail announcement of officer elections went out May 4, 2004. E-mail Call for Nominations will go out June 15 with a return deadline of July 30.

5.7 Time and Place: Frank Bender (OR)

Spring Meeting 2007 location from Region II. All state presidents in this region have been notified. Lynn Flahive (TX) has agreed to be a committee member.

5.7 ASHA Legislative Council: Ken Bouchard (MI)

Ken has been on LC for five (5) years. He serves as the Associate Coordinator of the Audiology Assembly for 2004 and on the Resolution

Committee for 2004. He provided a report of LC business from the spring meeting, and will give this report at the business meeting on Saturday.

6.0 Old Business

6.1 Amendment to Bylaw – Article V

Section 1 – Designations, sub-section (d)

Remove last sentence that reads: *The Secretary shall be responsible for assisting in the operations of CSAP's Regionalization Program.*

A motion was made and unanimously passed to make this change. This amendment will go to the membership at the business meeting on Saturday.

6.2 Strategic Plan – Requested any comments, or updates

6.3 Motion Book– Theresa from the CSAP office and Lisa O'Connor are working on the handbook and extrapolating motions which have to do with policy.

7.0 New Business

7.1 Electronic Meeting Procedures – Attachment A (CSAP Electronic Meeting Procedures). Motion made by Lezlie Pearce-Hopper (OR) and second by Amy Goldman (PA) to approved adoption of Electronic Meeting Procedures, motion passed and will be part of the CSAP Operating Procedures.

7.2 Sponsorship Program – Sponsorship guidelines in Section 20 of the Policy and Procedures Manual. Do sponsors supply bags and folders +\$250.00. Yes, we need to clarify further in brochure/letter and policy. Bags for convention plus marketing fee of \$250.00. **Shared ownership of Past President and all of CSAP Board, letter will go in operational policy of Past President.** Association office will send out letters.

7.3 Gift Policy – A line item is needed on the budget for yearly gifts. A proposed gift policy was distributed for review and discussion. Following discussion a motion was made by Lezlie Pearce-Hopper (OR) with a second from Ron Bender (TX), to approve the attached gift policy as revised. Motion passed.

7.4 CEU offering for CSAP Conferences – 5 hours CEU from ASHA for this conference. Received information that ASHA may be reconsidering their CEU guidelines so we will supply letter of concern regarding CEs being disallowed for leadership workshops. The President will monitor this for response to CSAP from CEB.

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

7.6 Speaker Bureau will be assembled for CSAP present and former members who indicated expertise in topic areas and will be updated on the website twice a year. A disclaimer will be provided with the list that CSAP has no responsibility for **the quality of these presentations**. Arrangements for speakers to be determined by **each state together with the speaker of choice**. This is an effort to help states with limited funds. Part of listing on web would be if you are willing to do this at a reduced charge or for travel only.

7.7 Puerto Rico Membership. CSAP will be happy to write a letter to Puerto Rico to seek their membership in CSAP, **and to offer support as needed**.

8.0 Adjournment at 10:30 p.m.

Respectfully Submitted,

Lezlie Pearce-Hopper
CSAP Secretary