

CSAP EXECUTIVE BOARD MEETING
2005 Spring Meeting
Thursday, May 12, 2005
Minneapolis, Minnesota
Hyatt Regency

1.0 Welcome and Call to Order:

President Ellayne Ganzfried called the meeting to order at 5:45pm and provided a warm welcome to all the participants.

2.0 Roll Call

Ellayne Ganzfried asked those present to introduce themselves.

Voting Members Present (Full Board): *Ellayne Ganzfried, President (NY); Lisa O'Connor, Past President (CA); Ken Ruder, President-elect (OH); Ann Bilodeau, Secretary (IN); Amy Goldman, Treasurer (PA).*

Non-Voting Present: *Pat Van Slyke, Commissioner on Issues and Planning (IL); Carol Fleming, Commissioner on Communication and Technology (AR); Robert Craven and Theresa Zamagias, Craven Management Associates.*

3.0 Announcements

Ellayne Ganzfried reminded the board about the Newcomer's Lunch scheduled for Friday, May 13th at 12:30. She reviewed the roles for the Executive Board presentation. Ms. Zamagias noted 22 newcomers registered for the luncheon.

4.0 Approval of Minutes

A **MOTION** by Lisa O'Conner (CA) and seconded by Ken Ruder (OH) was passed to approve the minutes with minor amendments from the November 16th, 2004 CSAP Executive Board Meeting held in Philadelphia, Pennsylvania. Ms Zamagias will revise and distribute these minutes with the appropriate revisions.

5.0 Board Reports

5.1 President Ellayne Ganzfried (NY)

Coordinate activities of the commissions and committees:

Reviewed committee pool forms and made the following appointments:

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|--|---------------------|
| Commissioner on Issues and Planning | Pat Van Slyke |
| Commissioner on Communication and Technology | Carol Fleming |
| ASHA Legislative Council | Ken Bouchard |
| Local Arrangements Fall 2005 | Angela Mandas |
| Nominations Chair | Lynn Flahive |
| Time and Place Chair | Bopanna Ballachanda |

Coordinate and oversee implementation of the strategic plan.

Preparation for Spring and Fall Meetings:

This year's theme is "*Challenges, Changes, and Choices for State Associations*". Prepared entire program and worked with CSAP office on all relevant details and brochure. Also worked closely with Tina Eichstadt and Sarah Sweeney, local arrangements co-chairs, to plan the meeting and social events. Contacted Thinking Publications to secure support for Friday social and tribute to Nancy McKinley. Have worked with Angela Mandas to secure a place for fall social event and plan activities. Agendas were prepared for both Executive Board and General Business meetings. Input was sought from board and committee members. Region II states were sent information regarding the regionalization plan and requested to contribute a minimum of \$100 for the spring meeting. A reminder was sent on April 19th, 2005. All but North Dakota and Oklahoma contributed at least the minimum with Wisconsin contributing \$200. In addition, a \$500 donation was received from both Texas and New York. The regionalization plan will be discussed at the business meeting on Saturday, May 14th. Also was in contact with Lisa O'Connor, Past President, regarding sponsorships and other donations for the spring and fall meetings.

Worked with CSAP Management firm to prepare and distribute information for the meeting as well as day-to-day activities of CSAP. Reported that Theresa and Bob have been invaluable resources and that she has worked closely with them throughout the year.

Continue to serve as representative on the ASHA/CSAP Joint Committee.

Scheduled three-way calls for leadership from CSAP. One call with all three members of leadership has taken place to date as well as frequent communication with Lisa O'Connor.

Continue to maintain president's portion of the policy and procedure manual.

5.2 President-elect Ken Ruder (OH)

Following discussion of the executive board regarding the number of teleseminars to schedule for the coming year (reference CSAP Manual page 7, item 2 to change from 4-6 to 2-4 number of seminars per year), it was decided that two teleseminars will be planned for this year. One conference was held in February 2005 covering the topic of "Use of SLP Assistants". There were 7 paid participants, far fewer than expected considering the importance of the topic to our professional future. A second teleconference will be scheduled in September. Two tentative topics have been suggested thus far: 1. Reimbursement Issues; and, 2. Planning a Successful State Convention. The board was asked to send any other ideas or issues to Ken at rudorf@uc.edu. A survey will be given to members at this Spring meeting. He also reported that we are not limited to two teleseminars but we would like to see more participation, noting they are for the

members benefit. Members were encouraged to take advantage of the opportunity to conference with friends and colleagues about these issues. Following discussion, the board encouraged development of at least two more teleseminars.

Participated in a conference call with leadership to discuss upcoming CSAP events, including the teleseminars and the spring meeting.

Began soliciting volunteers for officers and committee chairs and committee members for 2006 term. Will encourage completion of committee pool form.

Reviewing policy and procedure manual for any needed updates.

5.3 Past President Lisa O'Connor (CA)

As requested by the President, reviewed a draft of the spring conference program and made suggestions for revisions. Regarding the Joint Committee, as the Chair of the CSAP contingent, has been in touch with Joe Montano, 2005 Chair of the Joint Committee, concerning agenda items for the spring meeting. Following this meeting, will be submitting a written report summarizing this meeting and any relevant activities which require posting on the CSAP website. Plan to meet with members of the nominating committee sometime during this meeting in Minneapolis to assist in any way and to ensure that the work of that committee is completed according to the required timelines. As LC liaison, will be in touch with Ken Bouchard to discuss LC issues that might impact state associations. Vital Stim, a division of Chattanooga Group will sponsor our Fall 2005 welcome reception and Whisper Phone has been secured for corporate donations as well. Continue to work to obtain additional sponsors. The policy and procedures manual is reviewed on an ongoing basis to assure currency. Finally, on behalf of CSAP, Lisa reported that she has extended a membership invitation for Puerto Rico's Association after researching and asserting that there is no conflict with ASHA policies.

5.4 Treasurer Amy Goldman (PA)

Per policy, signed checks, authorized expenditures in accordance with CSAP policy and reviewed monthly statements. Reported that CSAP is in a healthy financial situation. Discussed concern about timely submission of expense reports. Board agreed that the addition of "submit within 30 days" be added to the expense vouchers as this is already in our policy. Ms. Zamagias to make corrections and distribute.

5.5 Secretary Ann Bilodeau (IN)

Given new role in this office, all pertinent policies, procedures and forms were reviewed. Ann thanked President Ganzfried for altering the agenda to allow two segments of Bring Brag and Moan at this year's meetings. Will plan to review updated procedure manual material before the Fall 2005 meeting.

6.0 Management Firm Report

Robert Craven and Theresa Zamagias provided the following updates:

6.1 Current Financial Status

As provided in a report to Treasurer Goldman, CSAP is in a strong financial position. Over the last five years, net assets have increased at an annual rate of more than 15.5%. As of May 2, 2005, CSAP has total assets of \$107, 876. Of this amount, the long term reserve accounts are \$77,756. CSAP's reserve now stands at 119% of the 2005 budgeted expenses. Total Assets for all accounts as of 5/13/05: \$112,484 compared to last year's \$102, 625. Only one state, West Virginia, has not paid dues to date.

6.2 Meeting Statistics

Paid Attendees for this meeting: 58 (total attendees 71); Total Attendees for the Social: 70; Thirty-three states are represented with two management office staff in attendance.

The Fall 2005 meeting will be held in San Diego, California at the Manchester Grand Hyatt on November 17, 2005. The Executive Board meeting will be Wednesday, November 16th. The Spring 2006 CSAP will be in Portland, Oregon.

A full report of management firm activities was provided to the board along with a chart detailing member state participation since 2002. A special note was made regarding Colorado's participation this year after a 10 year absence. Lisa O'Connor and President Ganzfried will contact those states that have had infrequent participation in the last few years.

7.0 Commissioner and Committee Reports

7.1 Local Arrangements Spring 2005 (Minneapolis, Minnesota)

President Ganzfried reported for Co-chairs Tina Eichstadt and Sarah Sweeney who were unable to attend. She commented on her enthusiasm for the program and her appreciation to the local arrangements committee. She also noted details about the tribute to Nancy McKinley at this year's social, Nancy's husband Mike's involvement as auctioneer and the generosity of Thinking Publications for their sponsorship. President Ganzfried reviewed details about the Saturday evening social event at Mall of America as well.

7.2 Local Arrangements Fall 2005 (San Diego, California)

President Ganzfried reviewed the written report from Angela Mandas who was unable to attend this meeting. She provided highlights of the San Diego area and described activities for our social events. The board discussed these suggestions and chose the Sevilla Restaurant for the location of the fall 2005 social event. President Ganzfried and the CSAP office will be in touch with Angela to finalize details for the social. The board decided that the welcome reception should be held at a hotel rather than an off site location.

7.3 Commissioner on Issues and Planning Pat Van Slyke (IL)

Plan to review evaluations and topic suggestions following this Spring meeting and will support President Ganzfried in planning the Fall 2005 program.

7.4 Commissioner on Comm and Technology Carol Fleming (AR)

Reported active monthly review of website in accordance with the Plan for Maintenance. Appropriate email blasts sent to membership regarding updated website information. Responded to an email from a man in Colorado who confused our website with the Colorado State Assessment Practices. Requested newsletter slush pile article submissions from CSAP members. Developed survey for CSAP members to complete at the Spring 2005 meeting detailing what features they would like to see added, deleted, or changed on the website. Suggested addition of website map to all members- not just newcomers. Discussion with board about need for policy and procedures relative to CSAP speaker's bureau. Past President O'Connor to summarize these procedures and provide to Commissioner Fleming for education of members.

7.5 Time and Place Committee

President Ganzfried provided report for Bopanna Ballachanda who was unable to attend. Applications for the Spring 2008 meeting location are needed and should be from Region IV. There is a form in this spring's packet for member submission of their proposal.

7.6 ASHA Legislative Council Update

Lisa O'Connor reported that the SLPA (Assistants) issue supporting ASHA registration of these paraprofessionals went forward but lost due to a tie and lack of majority.

There were also issues discussed relative to professional encroachment. Position papers were reviewed and input given regarding the 2006 Focused Initiatives.

7.7 Nominations Committee

President Ganzfried reported for Lynn Flahive as she was unable to attend. Chair Flahive will send a blast email to members asking for officer nominations for President-elect and Treasurer. She will follow up as appropriate.

8.0 Old Business

8.1 Update on CSAP Strategic Plan

The Executive Board was asked to review the current plan and provide updates for the November 2005 meeting. President Ganzfried will begin an email discussion soon. Also discussed need to include plan for financial reserves.

8.2 Update on CEUs for CSAP Conferences

Concern was expressed by both the President and Past President regarding inconsistencies in policy by the ASHA CE Board. Joe Montano, 2005 Chair

of the Joint Committee, will be requesting official guidance from ASHA about this matter. There is an approved CE policy for a leadership tract; however, it has not been distributed. Our CE administrator, Anne Gilbert's assistance has been invaluable and we were approved for .8 CE's for this meeting.

8.3 Sponsorship Packages

On February 21, 2005, a MOTION was made to accept the revisions to the sponsorship brochure as submitted by Lisa O'Connor and attached to the minutes for the record. The motion was submitted electronically and passed with 5/5 votes recorded. Past President O'Connor also asked all board members to help secure future sponsors and to funnel any leads to her.

8.4 Revised Regionalization Progress Report

The board reviewed the President's statistics regarding region participation at this meeting. Results were considered very good. Treasurer Goldman did comment on the need to make members aware of the benefits of contribution and the great value of CSAP involvement.

9 New Business

9.1 Consolidation of Commonly Asked Member Questions

Secretary Bilodeau discussed need to coordinate and collate information that is often asked by members and appears frequently on the listserve. She will work with Commissioner Fleming and Ms. Zamagias on this project with the intent of presentation of a plan to the board in November 2005.

9.2 Tribute to Nancy McKinley, CSAP Past President

Following Ms. McKinley's death in January 2005, the board indicated a strong desire to honor her memory. Ms McKinley was a tireless advocate, personally, professionally and financially, of our association. She made invaluable contributions to CSAP and she will be missed. The following **MOTIONS** were made:

It was moved by Ann Bilodeau (IN) and seconded by Amy Goldman (PA) that all proceeds from the Spring 2005 CSAP Live and Silent Auctions be donated to the Nancy McKinley Scholarship Fund. A friendly amendment by Lisa O'Connor was accepted to revise the amount to a flat \$4000 rather than proceeds from the auction.

It was moved by Amy Goldman (PA) and seconded by Ken Ruder (OH) to establish the Nancy McKinley Service to CSAP Award with the President to create an ad hoc committee to develop appropriate criteria

Both of these motions passed with unanimous and heartfelt enthusiasm.

10.0 Adjournment

Having no further business to discuss, the meeting was adjourned at 7:50pm.

Respectfully submitted,
Ann Bilodeau (IN)
CSAP Recording Secretary