

**CSAP EXECUTIVE BOARD MEETING**  
**CSAP 2003 SPRING MEETING**  
**Thursday, May 16, 2003**  
**6:30 – 10:00 PM**

**Embassy Suites**  
**Elkhorn a Meeting Room**  
**Omaha, Nebraska**

MEMBERS PRESENT: Ron Bender (TX); Nancy McKinley (WI); Lisa O'Connor (CA); Lezlie Pearce-Hopper (OR); Wendy Ellmo (NJ); Tracy Grammer (OK); Diane Farrand (NE); Robert Craven and Theresa Zamagias , Craven Management Associates, non-voting.

\*Karlen Cantrell Brucker (MO) was absent

**1.0 Call to Order: Ron Bender (TX)**

The meeting was called to order at 6:40 p.m. by President Ron Bender of TX.

**2.0 Approval of Minutes: Ron Bender (TX)**

Minutes of the November 19, 2002 meeting were reviewed. A motion to approve minutes was made by Lisa O'Connor of CA and was seconded by Nancy McKinley of WI; the motion passed.

**3.0 Report of the Treasurer: Robert Craven for Karlen Cantrell Brucker (MO)**

A copy of the Treasurer's Report was submitted to all members of the executive board. Robert Craven reported actual revenues and expenses for the past fiscal period, which was eleven months (Feb. 1-Dec. 31, 2002). Last year was a profitable year and CSAP made \$10,000. Total assets in CSAP accounts are approximately \$92,000.00.

Nancy McKinley (WI) asked for clarification of the status of the excess funds from 2002. Excess revenues remain in the checking account. Robert Craven on behalf of Karlen Cantrell Brucker (MO) made a recommendation to the Board that \$6000 be placed in a short term money market and \$6000 in a Vanguard account. Reserves would then be in the \$64,000 range, which gets CSAP closer to its goal of a a one-year operating budget in reserve. The Stock Market rebound in the last month has been favorable. Three states remain unpaid for 2003 dues to CSAP.

Revenues for the Spring 2003 meeting have been received but bills will not be deducted until next month. Robert Craven called attention to the Summary of Financial Position and offered further explanation. We are \$13,000 short of the budgeted amount prior to tomorrow night's auction. The fourth page is the actual to date and provides more detail of the previous page summaries. Nancy McKinley (WI) asked a question pertaining to the money market account and how much we keep in this account. If the cost of meetings continues to vary we need to keep a larger amount. No predictable trends have been seen to date to give us a long-term strategy.

#### **4.0 Management Firm Report: Theresa Zamagias**

Theresa reported 82 attendees have registered for the spring meeting, of which 68 are paid. Social attendees were reported at 80. 38 states are represented which include 27 CSAP newcomers and 2 Management Staff. 12 Last Timers are present. Montana is a late addition to the list. Fred Spahr & Karlen Cantrell Brucker cancelled this week. 37 will attend the Newcomer luncheon on Friday. It was reported there were \$6050 in donations for this Spring Conference of which \$2000 were corporate donations.

Attention was called to the need for a refund policy for cancellations, a policy for CSAP registrants not attending the social event, and teleseminar refund and handout policies. The CSAP office needs policies in order to make refunds.

The Management Firm announced this CSAP Social Refund Policy: The CSAP registration fee is determined based on total meeting cost and the estimated number of attendees. The registration fee is an all-inclusive fee that includes the meeting, reception, meals and social events. The guest fee for the CSAP social is a separately determined fee for guests of meeting attendees and does not represent a refundable component of the registration fee for meeting attendees who are unable to attend the social. A Speaker contract was designed and was utilized for this 2003 Spring meeting.

The CSAP office has archived the discussion list and seeks input. How long are topics relevant? Wendy Elmo (NJ) recommended links by general topic on the website with quarterly updates. An update on the website would be needed in the policy and procedure manual so this becomes a standard part of maintenance.

The question was asked as to who would record Bring, Brag, and Moan. This will require typing and transfer to the CSAP management office for placement on the website. Lezlie Pearce-Hopper (OR), Wendy Ellmo (NJ) and Tracy Grammer (OK) will record and ask states to write up and give notes to the secretary by the end of the meeting, who will then get them to the office for placement on the website.

The Fall Meeting 2003 is at the Hyatt Regency McCormick Place in Chicago, IL. The Social includes dinner at Bistro Margot and a show following at Second City.

#### **5.0 Review Long-Term Investments: Craven Management Associates**

The Board discussed placement of \$12,000 in investments (\$6 thousand to one-year money market and \$6 thousand to Vanguard). Nancy McKinley (WI) moved to accept the proposal and the motion was seconded by Lezlie Pearce-Hopper (OR). Further discussion followed on index funds. The motion passed.

#### **6.0 REVIEW AND APPROVE POLICY AND PROCEDURE MANUAL**

There was discussion about the need to move soon to a secure website and to move documents such as the policy and procedure manual to that part of the web site. Nancy

McKinley (WI) moved to approve the policy and procedure manual as revised December 2002. The motion was seconded by Lisa O'Connor (CA). The motion passed.

Nancy McKinley (WI) has an archive of changes of policies and procedure on disc and will supply the CSAP office with a copy. Any future changes should be forwarded to the office for an update. The President Elect will serve as the monitor and clearing house for those changes to the policy and procedures manual.

Nancy McKinley (WI) provided a history on the strategic plan. Ron Bender (TX) and Lisa O'Connor (CA) volunteered to revise and organize the strategic plan.

## **7.0 PRESIDENT'S REPORT: Ron Bender (TX)**

### **7.1 LOCAL ARRANGEMENTS SPRING 2003: Diane Farrand (NE)**

Diane Farrand, Local Arrangements Spring 2003 Chair thanked the CSAP office for their support and help with conference arrangements. The Hotel has been helpful. She asked that we let her know if difficulties or problems arise. She encouraged us to walk into shops and eating places and to utilize coupons and certificates in the gift bags. The state student organization solicited the area for goodies for the convention bags. Buses will be here at 5:30 P.M. on Saturday for transport to the social. School buses will provide the rides. President Ron Bender thanked Diane for a job well done and for the attention to the budget.

Thank-you notes need to go to states, companies and local business from CSAP. Diane will thank local businesses from CSAP and Nebraska. President Ron Bender will write thank-you notes to companies and states.

### **7.2 LOCAL ARRANGEMENTS FALL 2003, Chicago, IL: Frances K. Block (IL)**

Due to union contract rules, AV will be significantly higher for the fall conference. Menus will be higher overall.

EB was asked to work on break-out sessions for Friday of the conference. Facilitators are needed for each region.

### **7.3 LOCAL ARRANGEMENTS SPRING 2004: Christine Begay Vining (NM)**

**No report was filed.**

## **8.0 PAST-PRESIDENT'S REPORT: Nancy McKinley (WI)**

The POLICY AND PROCEDURES MANUAL was revised following the passage of the bylaws changes at the November 2002 meeting. A print version of the manual was sent to the CSAP office along with all electronic files in January 2003. Future maintenance will be done through the office rather than through the past president or president.

## NOMINATIONS

Jennifer Schultz of South Dakota is the new nominations chair. Tracy Grammer (OK) will meet with her and pass on the nominations book.

## TELESEMINARS

Procedures were typed for the CSAP Teleseminars and passed to the 2003 CSAP president-elect (Lisa O'Connor (CA)) for comment and refinement (see attached). They will serve as a working document and will be inserted in the policy and procedures manual under president-elect duties. At this time Lisa O'Connor is monitoring the Teleseminar Refund Policy: *A refund will only be given in the event you experience technical difficulty which could not be resolved by re-dialing. To qualify, you must contact the CSAP designee shown at the bottom of your conformation 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.* Lisa O'Connor (CA) moved to accept the policy; the motion was seconded by Nancy McKinley (WI). The motion passed.

## ASHA LC LIAISON

No report

## BY-LAWS

No report

## CAPCSD-CSAP MINI EB MEETING

(See Attached) Nancy McKinley provided a report of the meeting she attended on March 17, 2003.

### **9.0 PRESIDENT-ELECT REPORT: Lisa O'Connor**

The CSAP Committee Pool Data form was reviewed and revised to correspond with the bylaw changes. Additional ideas/suggestions for revision were requested. Pool Data forms will be collected at the meeting and mailed to Lisa O'Connor. She will summarize a list of volunteers for the various standing committees. The CSAP Committee Pool Data form was distributed. Lisa O'Connor will revise this form with input for the Fall 2003 CSAP Meeting.

Lisa O'Connor provided oversight of teleseminars this past year. Three have been presented to date. A survey will be distributed at the Spring CSAP 2003 meeting to determine satisfaction with teleseminars, and suggested topics for the future. At least one more teleseminar will be scheduled for Fall 2003.

### **10.0 COMMISSIONER ON ISSUES AND PLANNING REPORT: Tracy Grammer (OK)**

Consultation was made with CSAP President Ron Bender concerning topics and agenda for the Spring 2003 CSAP meeting. Consultation is ongoing with the President

concerning the implementation of the CSAP strategic plan. A Newcomer's packet was prepared and mailed to each new member by the Craven Management firm approximately one month prior to the Spring 2003 meeting. A Newcomer's luncheon and orientation is scheduled with 27 new CSAP members to be hosted by the President and the Commissioner on Issues and Planning. The evaluation form for the Spring 2003 meeting was prepared by the management firm with approval by the Commissioner on Issues and Planning. The evaluation form will be available to each attendee and is located in the registration folder. The completed evaluation forms will be collected from the management firm. Results of the evaluations will be compiled and sent to each member of the Executive Board with appropriate recommendations. A summary of the evaluations will be made available to CSAP members as posted on the CSAP website. Committee Pool Data Forms will be provided to each new CSAP member at the Newcomer's luncheon. All completed forms will be returned to the President-Elect. ASHA position statements have been reviewed as published in the ASHA Supplement No. 23 on April 15, 2003. A presentation is slated by ASHA LC Liaison Allison Lemke during the CSAP 2003 Spring Business meeting concerning the impact of ASHA issues on CSAP.

**11.0 COMMISSIONER ON COMMUNICATIONS AND TECHNOLOGY:  
Wendy Ellmo (NJ)**

Wendy Ellmo reported speaking with Theresa and Diane at the CSAP office concerning action items and objectives on the strategic plan: Information is on the website regarding how to use the bulletin board. An email blast to go out two times a year telling people how to use the discussion list is recommended. Directions were also included in folders at this meeting. We will encourage use of the listserv for emergent issues as it is currently being used. Theresa has begun archiving the discussion list messages. Discussion concerning one consistent vehicle for business managers and/or lobbyists to communicate with each other was discussed. More details on this subject will follow by email. Wendy will write a message to membership encouraging them to share "special events and fun" on the listserv and Theresa will send this out in an email blast. The CSAP office will provide teleseminar information to the state association offices.

**12.0 SECRETARY REPORT: Lezlie Pearce-Hopper (OR)**

The secretary collected and organized the information generated on the Strategic Plan which was developed for CSAP on November 19, 2002 in Atlanta, Georgia. This information was forwarded to Immediate Past President Nancy McKinley in December 2002.

The current CSAP Brochure was reviewed and input will be received at this Board meeting. Revisions will be made and mailed to President Elect Lisa O'Connor and Past President Nancy McKinley for final review.

Oregon Proposal – Lezlie Pearce-Hopper (OR) presented information and moved we accept the Oregon proposal to host Spring 2006 CSAP in Portland, OR. The motion was seconded by Lisa O’Connor (CA). The motion was passed unanimously.

### **13.0 OLD BUSINESS**

The policy for meeting refunds was discussed. There is a need for a cancellation policy. The CSAP office needs to allow a handling fee in making refunds for conferences. It was discussed that CSAP could provide a full refund up to two weeks prior to conference, minus a handling fee. The CSAP office will draft a proposal with this wording and send it out to the board for electronic approval.

### **14.0 NEW BUSINESS**

A Speaker Travel Policy will be updated and sent out for review and comments. Plan on a four hour meeting at CSAP Fall 2003. The CSAP Board meeting will be 1:00-5:00 p.m. on Tuesday. The 2003 Fall CSAP meeting will need to adjourn Wednesday by 4:30 p.m.

### **15.0 ADJOURNMENT**

Ron Bender adjourned the CSAP Board meeting at 10:45 p.m.

Respectfully Submitted,

Lezlie K. Pearce-Hopper  
Recording Secretary

**CAPCSD-CSAP**  
**Mini EB-EB Meeting**  
**Dallas, Texas**  
**April 17, 2003**

**Meeting Summary**

I. Attending: Rick Talbott, President CAPCSD; John Saxman, President-Elect CAPCSD; Nancy McKinley, Immediate Past-President CSAP

II. Overview of Organizations' Current Initiatives

- A. CAPCSD Overview: An overview of the general administrative structure, the membership, and major current initiatives of the CAPCSD was presented as follows:
- a. Presentation of the CAPCSD Board structure and board member responsibilities.
  - b. Summary of the joint ASHA-CAPCSD ad hoc committee on the doctoral shortage report and recommendations.
  - c. Summary of the joint ASHA-CAPCSD ad hoc committee on data management activities and future initiatives.
  - d. Summary of the accreditation and certification issues and the CAPCSD position with regard to changes in the CAA and CFCC standards and implementation requirements.
  - e. Description of the CAPCSD State advocacy network.
  - f. General discussion of the upcoming national meeting in Albuquerque.
- B. CSAP Overview:
- a. Presentation was made regarding the general administrative structure of the CSAP and current initiatives.
  - b. Summary of the activities of the joint ASHA-CSAP Committee. Issues that have national implications are the major focus of this committee. The impact of the ASHA convention on state association revenues was recent example.
  - c. Discussion of the involvement of state SEALs in state associations and challenges of multiple organizations emerging in various states that represent various constituencies.

III. Discussion of Future Communication/Interaction Between CAPCSD and CSAP

- A. Areas of Mutual Concern
- a. Involvement of higher education faculty in state associations and attenuation of leadership involvement of faculty.

- b. Communication with state association membership with regard to impact of recent changes in accreditation and certification on professional practice; CAPCSD representative speaking at the CSAP meeting in 2004 will explain this impact
- c. SLP and Audiology assistants and the challenges of articulating state laws and regulations with the criteria promulgated by ASHA.
- d. Future educational models for specialty recognition and the professional impact of the emergence of speech-language pathology professional doctoral programs.
- e. The potentially divisive effect of the divergent philosophical stances regarding the relationship of speech-language pathology and audiology on the various national professional organizations.
- f. The shortage of PhD-level faculty members, which has implications for both university programs and association leadership positions.

B. Conclusions and Action Items

- a. It was agreed that there were significant areas of mutual concern and areas where joint initiatives might be of mutual benefit.
- b. It was agreed that the mechanisms for establishing opportunities for exchange of information and continued annual meetings should be pursued.
- c. Action Items
  - i. Copy of doctoral shortage report to be sent to CSAP
  - ii. Copy of report of data management meeting to be sent to CSAP; CSAP will study what information might be of use to state presidents and whether in the future they might work with ASHA and CAPCSD to add questions.
  - iii. Follow-up discussions on the joint statement that supports the essential relationship between speech-language pathology and audiology and the need for professional organizations to let policy flow from this perspective.

## **Procedure for CSAP Teleseminars**

1. Determine the date, topic, and speaker(s) for each teleseminar at least two months ahead of the program date. (Ideally a whole year's calendar could be set ahead of time, or at least a spring and a fall season could be announced together.)
2. Depending on how the CSAP budget is set each year, the number of teleseminars is planned accordingly. A comfortable range of programs seems to be between 4 and 6. Average attendance has been around 11 during the first half-dozen seminars in 2002 and early 2004.
3. Each invited speaker should supply a title and a short description to the CSAP teleseminar coordinator within two weeks of being invited and clearing the date. It is best for the speaker to hold one date as the preferred time and a backup date in case the telephone bridge service is not available on the chosen date. To clear the date, contact Judy Sabah (Judy@JudySabah.com) who typically emails back within the same day to verify that the preferred time is reserved. If it is not, try to clear the backup date. If that fails, you must start all over with new sets of dates that work with the speaker combined with the availability of the telephone service. In the meantime, the speaker should continue working on the title and description (and a short bio if you do not know the resource person very well). Currently no CEUs are offered for teleseminars. Thus, the speaker does not need to write objectives, nor does any paperwork have to be filed for CEU purposes.
4. Once the title, description, and short bio are in hand, create an email blast message for the CSAP office that can be sent out to the membership at least 5 weeks ahead of the event.
5. At the same time the email blast announcement is sent to the CSAP office, send a revised registration form as an email attachment to the office, plus a revised confirmation message. (Make certain the speaker has been given the phone number to dial into, or send that person a confirmation letter.) Both of these forms simply need the new teleseminar time noted, the title, and the current date or month. Otherwise they can remain the same throughout the year. When a new coordinator for teleseminars takes over, the contact name at the bottom of the registration form needs to be altered. Also, if the phone number ever changes for the telephone service, that would need to be altered in the confirmation letter.
6. The office takes care of registration and posting the teleseminar on the website. A few days before the teleseminar, make certain you have a list of registrants so you can do role call the evening of the teleseminar.

7. Work with the speaker to have a handout to the office no later than 7-10 days before the teleseminar. Ideally the office will create a pdf of the handout and email it to all participants. Participants who do not have an email address or who request a hardcopy should have it faxed to them from the CSAP office. The handout should be disseminated several days before the teleseminar. (Note that there is no official cut-off time for the teleseminar in terms of registration. Because everything can be handled via email or fax, it is possible to take registrations up to the last minute and still supply everything that is needed.)
8. The night of the teleseminar, dial in about 5 minutes before the event is to begin. Again, make certain the speaker has been given the phone number to dial in since the office does not send that person a confirmation letter. As participants join the call, ask them to introduce themselves and take role call of who is there and who is not. When the majority of people have called in and announced themselves (usually a few minutes past the hour the teleseminar is to start), welcome everyone and introduce the speaker. The speaker should have planned approximately 30–40 minutes of comments, followed by a question-and-answer time for all the participants. Finish a few minutes before the hour in case another group has reserved the conference time immediately following CSAP's.
9. Follow up with the speaker in terms of a thank-you phone call or thank you email within 24 hours. Complete any other promised actions that came out of the teleseminar (if any).