

CSAP EXECUTIVE BOARD MEETING
2006 Spring Meeting
Thursday, May 18, 2006
Portland, Oregon
Portland Marriott Downtown

1.0 Welcome and Call to Order:

President Ken Ruder called the meeting to order at 5:59pm and provided a welcome to all the participants.

2.0 Roll Call

Voting Members Present: Ken Ruder, President (OH); Theresa Rodgers, President-elect(LA); Ann Bilodeau, Secretary (IN); Carol Fleming, Treasurer (AR).

Via Conference Call: Ellayne Ganzfried (NY)

Non-Voting Present: , Lizbeth Stevens, Commissioner on Issues and Planning (MI); Commissioner on Communication and Technology Robert Hull Jr (GA); Robert Craven and Diane Yenerall, Craven Management Associates; Mary Friehe, Newsletter Editor (NE); Melanie Peters, Local Arrangements Chair (OR); Lisa O'Connor, former CSAP president (CA).

3.0 Announcements

Secretary Bilodeau asked board and committee members to provide report copies to her electronically.

4.0 Approval of Minutes

The minutes from the November 17th, 2005 CSAP Executive Board Meeting held in San Diego, California were approved without correction.

5.0 Board Reports

5.1 President Ken Ruder (OH) The following is a summary of activities regarding the various duties assigned to the office of the President for January thru April 2006.

> Coordinate the activities of the commissions and committees.

Committee pool forms were reviewed and the following appointments were made:

Commissioner on Issues and Planning-----	Lizbeth Stevens
Commissioner on Communication and Technology-----	Robert Hull
E-Newsletter Editor-----	Mary Friehe
Local Arrangements Spring 2006-----	Melanie Peters
Local Arrangements Fall 2006-----	Lynn Miskiel
	Stacie Rubin Smith

> **Coordinate and oversee planning for strategic plan update**

Appointed EB members as interim planning committee

Met with President-Elect and Commissioner on issues and Planning to discuss

Preliminary planning for committee

Added a segment to the Spring conference program on strategic planning

> **Preparation for Spring and Fall meetings**

Spring program was finalized in March. Program abstracts are included in the members' packets.

Agendas have been prepared for both the Executive Board meeting and the general business meeting. Revisions were made based on input from board and committee members.

A new policy document concerning the formation of a joint committee with CAPCSD is on the agenda for consideration by EB.

Worked closely with Craven Management firm and Local Arrangements Chair, Melanie Peters to plan the Spring meeting and social.

> **Maintain President's portion of Policy and Procedure manual**

Reviewed by-laws and policy and procedure manual for possible updating

> **Joint Committee Assignments**

Serve as member on ASHA/CSAP Joint Committee

Had email and phone meetings with Julie Masterson and Ellen Reuler concerning implementation of joint committee between CSAP and CAPCSD. Summary of these meetings is noted below:

CSAP/CAPCSD JOINT COMMITTEE REPORT

April 25, 2006

Sandestin Golf and Beach Resort

Present: Julie Masterson, Ellen Reuler, Barbara Meyer, David Stein

Absent: Ken Ruder, Michael Bergen

Ellen distributed a draft of the PowerPoint presentation for the CSAP meeting on May 20 in Portland, Oregon. The committee reviewed the topics from the conference call on Feb. 28 between Julie, Ken and Ellen.

Conference Scheduling

The committee agreed that CAPCSD would communicate through the CSAP list serve regarding the annual conferences as soon as they are scheduled so that states have that information when they are planning their own state association conferences.

Student Practicum Placements Relationship between Training Programs and Practicum Sites Training for Off-campus Supervisors

The committee agreed that these 3 issues are all related. The committee hopes to increase awareness of student training issues and the understanding that this is an

issue that affects both universities and the training sites. The presentation at the CSAP meeting can present some of the benefits of having a practicum student. These include potential recruitment benefits and the opportunity for practicum supervisors to give feedback to the universities regarding educational and training issues.

Universities can do a better job of providing education and training for off-site supervisors through workshops and information from Special Interest Division 11, Administration and Supervision. A supervision module is being developed and will be available through the ASHA website.

Licensure/Certification

The committee agreed the joint committee can facilitate local participation in CFCC skills validation.

They also agreed that, given the variability in State Licensure Boards and State Departments of Education, the State Associations can serve as liaisons between the universities and these groups. Licensure issues dictate course and clock hour loads in the same way that the ASHA Standards do and, in many cases, State Licensure is tied to earlier versions of the ASHA Standards and clock hour requirements.

The committee hopes that states can share success stories regarding changes in licensure laws and Dept. of Education guidelines.

Shortage and Recruitment

Julie shared the *Bring in the Best* project in which the CAPCSD, ASHA and AAA are partnering to give an award to a high school science fair participant for a project in the area of communication sciences and disorders. Julie stressed that it's not enough to just give an award, but that high school students need mentors in local schools to make this happen. State associations can participate and be extremely helpful in this mentor process and in recognizing mentors and students at the state level.

The *Bring in the Best* committee is also developing resource materials, such as award templates, etc. for universities. We are hoping that the partnership with CSAP will facilitate dissemination of this information to local schools

Facilitating Student Research

The CAPCSD and CSAP partnership can promote student research in that local SLPs and audiologists can serve as the liaisons to administrators in facilitating the research, getting subjects, etc. Many practitioners are interested in research and this joint committee can help facilitate the partnership with the universities.

Next Steps

Ellen will present the committees work thus far to the CSAP members at their Annual meeting on May 20 in Portland. Ken Ruder, CSAP President, will appoint 2 members for the committee. A conference call will be scheduled to develop a work plan.

MOTION: (revised from a Fall 2002 motion)

It was moved by Ann Bilodeau (IN) and seconded by Carol Fleming (AR) that the president of CSAP will appoint a board member to attend yearly joint meetings with representatives of the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD). The wording of the resolution was changed to reflect that a single board member would attend and the resolution will be added to the CSAP Policy and Procedures. The motion carried and the revised resolution follows:

WHEREAS, state associations have historically relied on some of its key leadership from university faculty members,

and whereas university faculty members have often provided a strong message to students to participate in state associations,

and whereas university faculty are a commonly used resource for state association convention programs,

and whereas state associations and university faculty share common issues of concern, such as the PhD shortage and continuing education for all professionals in the state,

and whereas the efforts of several associations can often be more effective than the efforts of a single group,

Therefore be it resolved that a select member of the executive board for CSAP will meet with a comparable group of board members from CAPCSD on an annual basis for the purpose of information sharing and strategic planning on issues of mutual concern.

Furthermore, a representative of the CAPCSD will be granted a short program segment once a year at a CSAP meeting and a CSAP representative will reciprocate at the spring meeting of the CAPCSD.

5.2 President-elect Theresa Rodgers (LA)

Working on a Teleseminar on Reimbursement for June 22nd. Also planning for a teleseminar in September 2006. Requested ideas for any future topics to be forwarded to her.

5.3 Past President Ellayne Ganzfried (NY)

Advisory role: as requested by the President, I have been involved with various email exchanges regarding CSAP activities including teleseminars and meeting arrangements. I have also been in contact with Mary Friehe regarding the e-newsletter and confirmation of her continued role as editor.

I have been asked by the President to Co-chair the Strategic Planning Committee with Theresa Rodgers and have accepted.

Joint committee: as the 2006 Chair of the Joint Committee, I have been in touch with Joe Montano, 2005 Chair and Eileen Crowe, ASHA liaison, concerning roles and responsibilities. I have been in touch with the members of the Joint Committee to solicit items for the agenda and have scheduled the meeting in Portland. Following the spring meeting, I will be submitting a written report summarizing the Joint Committee meeting and any relevant activities for posting on the CSAP web site.

Nominating Committee: I have appointed Amy Bragg from Maine as Chair of the Nominating Committee and forwarded the duties and responsibilities. I will work with members of the nominating committee to assist them in any way and to ensure that the work of that committee is completed according to the required timelines.

Sponsorship for the Meeting: I made contacts regarding spring meeting sponsorship. I am pleased to announce that Thinking Publications will once again sponsor our Friday night social and auction. I was in touch with Melanie Peters, local arrangements chair, regarding other sponsorship opportunities and needs for the meeting. I am going to work on corporate sponsorships for our Fall conference activities.

Nancy McKinley Leadership Award: as chair of the committee, I have had conference calls and email exchanges with committee members and am presenting a draft proposal for the board's consideration at this meeting. We are hoping to announce the award after this meeting and begin to accept applications. We anticipate the presentation of the first in spring 2007.

Future Meetings: I will be serving as Local Arrangements Co-chair along with Sheila Bernstein for the CSAP spring 2008 meeting in Saratoga, New York. I have been in touch with the CSAP office regarding this meeting. We met with the Saratoga Convention and Visitor's Bureau in April regarding specific arrangements.

Policy and Procedure Manual: this is an ongoing activity to ensure currency.

5.4 Treasurer Carol Fleming (AR)

Received and reviewed monthly bank statements for CSAP; reviewed/signed Federal tax return for CSAP with copy sent to CSAP office; submitted Federal Tax Return to IRS via certified mail; reviewed financial reports for CSAP generated from Craven and Associates in preparation for this meeting.

Total assets reflect strong financial position. 2005 ended with total revenue on budget. Balance in reserve is 125% of the 2006 budgeted expenses; target is 150%. 100% of fees paid for membership!

5.5 Secretary Ann Bilodeau (IN)

Minutes for the Executive Board meeting and Member Business Meeting were completed and distributed for the San Diego Fall 2005 CSAP conference.

Bring Brag and Moan (BBM) reports from member states were collected and collated into a new format. This turned into a very cumbersome process in collating the various reports from the different states. Ideas and feedback were requested of Theresa Zamaigas, Ellayne Ganzfried and Eileen Crowe. Based on their comments, I sent a survey to the CSAP membership. Results are noted below:

31 respondents

53% Read the summary created after each meeting.

90% Willing to enter BBM report if computer station were made available.

48% rely on written summary to follow up with a particular state for more information or discussion.

Sampling of Comments:

"Last year was our first year in MANY, MANY years participating and I found the information helpful to demonstrate to our BOD that we were not alone in our concerns."

"I don't think this is the most useful part of the meeting and way too much time is devoted to it. It would be more helpful to have more³ in depth discussions and problem solving sessions like the strategic planning or on schools issues, reimbursement, membership, etc."

"This can get pretty long. I would be happy to just have the report or maybe let the hosting states present and have everything else on the report."

"I think this is a great way for the states to share what is happening and it also is a

quick way to find out who to talk with that may be having similar situations in their own state.”

“I think BBM is the best thing about CSAP! I find the information invaluable!”

After consideration of all this information, an email was sent to all CSAP members asking that BBM reports be sent to me prior to this spring 2006 meeting. Any updates or added reports can be entered by the members at this meeting at a computer station set up for this purpose. We will trial this system with an update to be provided at the executive board in the Fall of 2006. I am also interested in feedback from the board about the survey results and am open to discussion/suggestions.

6.0 Management Firm Report

Robert Craven and Diane Yenerall provided the following updates:

6.1 Current Financial Status

As provided in a report to Treasurer Fleming, CSAP is in a strong financial position. As of May 15, 2006, CSAP has total assets of \$109,686. Of this amount, the long term reserve accounts are \$82,909. CSAP’s reserve now stands at 125% of the 2006 operating budget. Total Assets for all accounts as of 5/13/05: \$109,686 compared to last year’s \$112,484. Only one state, West Virginia, has not paid dues to date.

6.2 Meeting Statistics

Paid Attendees for this meeting: 58 (total attendees 70); last year 63 paid/ 75 total
Total Attendees for the Social: 71, including 12 guests; last year 70.

Thirty-three states are represented; 35 states last year.

Three management office staff in attendance; two last year.

18 newcomers at this meeting with 9 last timers.

The Fall 2006 meeting will be held in Miami, FL on November 15th. Hotel location is pending ASHA assignments. Executive Board meeting will be held on November 14th.

A full report of management firm activities was provided to the board along with appropriate updates for the policy and procedure manual. Mr. Craven shared his recommendations about increasing sponsor and website advertising to increase revenue and this was discussed by the board and will be addressed by the President and the Commissioner on Communications and Technology

7.0 Commissioner and Committee Reports

7.1 Local Arrangements Spring 2006 (Portland, Oregon)

Chair Melanie Peters reported that plans were well under way for this Spring meeting and that student volunteers had been recruited to assist.

7.2 Local Arrangements Fall 2006 (Miami, FL)

President Ruder reported for Lynn Miskiel and Stacie Rubin Smith, Co-chairs from Florida. Given that ASHA has not indicated a hotel choice to date for our meeting, we are unable to vote on the social location at this meeting. The committee has two options, Parrot Jungle and a Duck Tour with a dinner, but needs to know the hotel location to consider costs. An electronic vote will be offered to the board in the next few weeks once the hotel is determined.

Spring 2007 (Little Rock, AR)

Treasurer Fleming reported for Chair Suzanne Miltich that plans are well underway for this conference to be held at the Doubletree Hotel. There are many social ideas, including the Clinton Presidential Library but costs are high. The committee will be seeking sponsorships resources.

7.3 Commissioner on Issues and Planning Liz Stevens (MI)

Reviewed compilation of Fall 2005 meeting evaluations prepared by the Craven and Associates. (solicited under past commissioner on Issues and Planning- Pat VanSlyke, Illinois). See summary which follows and recommendations.

>Communicated w/ President Ken Ruder re speakers for Spring 2006 CSAP conference. Arranged for presentation by Dr. Tom Jackson a recognized corporate expert on business management/strategic planning for Saturday, May 20, with no cost to CSAP. This will meet identified need to update CSAP strategic plan.

>Fielded two state inquiries (Indiana and South Carolina) re hosting May CSAP meeting in 2009.

Proposals will be considered/reviewed at executive board meeting (5-18-06) (analysis of proposals provided to the board for consideration). In conjunction with this reviewed/edited time and place form which was sent out to prospective hosts.

>Resolution I & P-1-06: I move that the CSAP executive board choose either Indianapolis or Charleston for the 2009 Spring meeting.

>Reviewed and edited New Members letter which was then sent out inviting new members to association luncheon on Friday, May 19.

>Initiated developing a notebook for Commissioner on Issues and Planning separate from the CSAP Policy Manual which will provide for necessary smooth transition between volunteers assuming this role.

>Participated in online discussion re social event for fall 2006 meeting in Miami. See resolution which follows

Resolution I & P-2-06: I move that the fall CSAP social be held at the Parrot Jungle with a departure time of 5:15 pm and with a buffet (vs a seated) dinner.

Review of feedback from Fall 2005 conference:

1. Overall an 89% rating of the value of the CSAP meeting.

2. In order of presentations/activities, from most valued to least valued the rankings were:
(1) McKinley (2) Russell / Wesley & Mandas; (3) Bring, brag, & moan; (4) Zeit and Naplock; (5) Luncheon roundtables (only 42% rating them as 1 or 2—w/ 29% not attending the luncheon).

Recommendations for discussion and consideration:

1. For future analysis of feedback do not collapse the “1s” and “2s” but really look to see what percentage thought activity was highly valuable vs valuable.

2. Consider follow-up of surveys with solicited input/interviews w/ participants to see what worked and did not.

3. Look at feedback received based upon demographics (e.g. large state association vs small one; geographically large vs compact, etc.).

4. Conduct a survey of new members to CSAP coming in about what they would like to know. What their specific needs might be. Follow up (resurvey them) as they exit organization (e.g. past presidents).

5. Explore viability of a ‘mentoring’ program where past state association presidents might assist current ones. Poll past CSAPers to see if there are individuals willing to do this.

Consider developing a ‘handbook’ for state presidents which has a compilation of resources which they can access.

7.4 Commissioner on Comm and Technology Robert Hull, Jr (GA)

Diane Yenerall and Robert Hull (GA) reported on website redesign And enhancements. Professional Image suggestions included color and Navigational system changes as well as adding photos of the Exec Board. New functionalities would include: tools and templates section (needs to be defined); archive of discussion list topics; FAQ section, online registration for meetings, teleseminars and annual dues; secured site (SSL certificate). Also considered updating information monthly. Following the discussion, the Motion below was offered. A committee to include Diane Yenerall, Robert Hull and another CSAP member will be formed to follow up with these suggestions and to make the appropriate changes.

MOTIONS:

It was moved by Ann Bilodeau (IN) and seconded by Theresa Rodgers (LA) that

\$1500 be appropriated to Craven and Associates for a CSAP website redesign to be completed no later than the Fall 2006 meeting. Motion carried.

It was moved by Carol Fleming (AR) and seconded by Theresa Rodgers (LA) that, in order to provide online registration services to members, a monthly maintenance fee of \$100 is authorized per contract amendment. Motion passed.

In addition, President Ruder (OH) and Commissioner Hull (GA) will work to develop a presentation about sponsorship implementation plan for a website advertising policy. DEADLINE: July 1st, 2006

7.5 Time and Place Committee

Commissioner Stevens reported two applications were received for the Spring 2009: Indianapolis, IN and Charleston, SC. Pros and cons of both proposals were reviewed. Secretary Bilodeau shared a formal proposal with the board created by the Indianapolis Convention and Visitor's Bureau. Commissioner Stevens noted that SC had hosted a CSAP in 1993 and that Indiana had never had one. She also commented that airfare costs were considerably less expensive to Indianapolis.

MOTION: *It was moved by Theresa Rodgers (LA) and seconded by Carol Fleming (AR) that the Spring 2009 CSAP meeting be held in Indianapolis, IN. Motion passed.*

7.6 ASHA Legislative Council Update

7.7 Nominations Committee

Past President Ganzfried appointed Amy Bragg (ME) as chair. She will be seeking candidates for the committee as well as the board offices of President-elect and Secretary.

7.8 e Newsletter

Editor Mary Friehe (NE) reported that the next edition will be out in early June (submission deadline is May 26th). The following regular features will be included: legislative update; "how to do it", topical article, featured state, listing of future meeting with advertisement for next meeting. It was also suggested by the board to include nominations and schedule for regionalization donations.

Also, a policy and procedure and timeline have been developed for the e Newsletter editor position and will be shared with the board electronically in the next few weeks.

8.0 Old Business

8.1 Nancy McKinley Leadership Award

Past President Ganzfried (NY) provided an updated draft of the Nancy McKinley Scholarship Award. Call for nominations will be scheduled for September 2006 with the first award anticipated in May of 2007. The Committee will provide a nomination form and criteria draft for executive board review by the fall of 2006. The current executive board recommended that this committee continue as ad hoc at this time to be appointed by the president. The current committee consists of: Past Presidents Ganzfried, Barbara Moore Brown and Lisa O'Connor and former member Tina Eichstadt (WI).

9 New Business

9.1 Travel and Reimbursement Policy for e Newsletter Editor

Given this new position, discussion was raised relative to reimbursement for travel, etc to CSAP meetings. Review of current by-laws indicated that the President has discretion to allow reimbursement. This will be revisited following approval of the position description.

9.2 Internet Access at CSAP Meetings

Commissioner Stevens raised the concern about fees related to internet access at our hotel locations for meetings. Treasurer Fleming noted that free access will be available at the spring 2007 meeting. No further action was taken.

10.0 Adjournment

Having no further business to discuss, the meeting was adjourned at 10 pm.

Respectfully submitted,
Ann Bilodeau (IN)
CSAP Recording Secretary

Following the formal meeting, President-elect Rodgers addressed the CSAP strategic plan. The current document is considered an Operational Plan and was deemed an important document that addresses the purposes of CSAP; however, a strategic plan needs to be created. Following much discussion, President-elect Rodgers offered the following: after consultation with Strategic Plan co-chair Ganzfried and Stan Dublinske of ASHA, a PLAN OF ACTION will be developed. Also, materials will be provided to the board for review including strategic plans for Arkansas, a national organization and research material about planning. Target for completion of the plan of action: July 1, 2006.

