

MINUTES  
CSAP 2003 FALL BUSINESS MEETING  
Chicago, Illinois  
3:30 P.M.  
Wednesday, November 12, 2003

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

The meeting was called to order at 3:33 p.m.

**2.0 Approval of Spring 2003 Minutes: Lezlie Pearce-Hopper (OR)**

Minutes were read and approved as presented.

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

- 3.1** A copy of CSAP's current financial statement was provided for all members.
- 3.2** Total assets of all accounts were reported as \$93,221 compared to last year's \$78,819 and CSAP is on target for a balanced budget.
- 3.3** Balance in Reserve accounts is \$67,028 and any excess revenue will be added to the reserve and will give CSAP one year of it's budgeted plan.
- 3.4** The Financial Policy was approved by the CSAP Board yesterday and the budget plan was also approved by the CSAP Board.
- 3.5** The CSAP Regionalization Plan goes into effect in the Spring of 2004. It was asked that members add their questions or comments about the Regionalization Plan on back of the survey form.

**4.0 Report of the Past President: Nancy McKinley (WI)**

- 4.1 Nominations: Jennifer Schultz (SD)** is the Nominations Chair with Committee Members Illene Courtright (DE) and Jill Shedd (GA) successfully completed the election process for the new CSAP officers. Ellayne Ganzfried (NY) is the President-Elect and Amy Goldman (PA) is the Treasurer.
- 4.2** Solicitations to companies for support of the CSAP fall meeting were made through the office of the immediate past president.
- 4.3 ASHA Liaison: Alison Lemke (IA)** serves as the liaison for LC for CSAP. Thirteen Resolutions will be voted on this Saturday and Sunday by the Legislative Council. Resolutions may be reviewed in their full text on the LC website this week.
- 4.4 ASHA/CSAP Joint Committee Report:** The ASHA Joint Committee met in Omaha following the CSAP board meeting in May 2003. A proposal will be sent to ASHA executive board regarding partial reimbursement to state associations for network representatives. Arlene Pietranton has organized a grid that shows the ASHA networks and their make up.

## **5 Report of the President-Elect: Lisa O'Connor (CA)**

A thank you was extended to New Mexico for hosting our Spring CSAP Meeting in Albuquerque. The theme is "Making Our State Associations Relevant". CSAP needs to continue to make an effort to meet the needs of the membership. Please complete the Teleseminar evaluation form and suggest additional topics of interest. The Teleseminars have been increased to 90 minutes in length.

**5.1** A CSAP Committee Pool Data form was revisited and minor revisions were made.

**5.2** The CSAP Spring 2005 Conference will be held in Still Water, MN and Spring 2006 in Portland, OR. Spring 2007 will be held in Region II.

## **6 Report of the President: Ron Bender (TX)**

CSAP Executive Board approved the continuation of the contract with Craven Management Associates, LLC. It was requested that states update their directory information for CSAP and forward that information to Theresa at the CSAP office. The three President calls were continued to insure continuity and address issues in a timely manner. Ron reported that ongoing communication was also maintained with Craven Management Associates, LLC. Ron extended an invitation to all CSAP members to join him in Albuquerque in May 2004.

Ron noted that American Guidance Service sponsored last evening's reception. Thinking Publications and Nancy McKinley has been making requests for sponsorships for these CSAP conferences. Ron conveyed that CSAP is very appreciative and noted that Nancy and her company will continue to be a CSAP sponsor.

## **7 Report of the Commissioner on Communication & Technology: Wendy Ellmo (NJ)**

CSAP List serve has continued to be used as a vehicle to get information between states. Past discussions are available in email form through the CSAP office in chronological order. CSAP will be asking state offices if they want same set up as membership currently uses or a bulletin board and will also ask the state lobbyists their preference. Surveys were reported from the last teleseminars and will continue to be utilized.

## **8 Report of the Commissioner on Issues & Planning: Tracy Grammer (OK)**

Tracy asked that members please fill out the evaluation form for this CSAP conference and place it on the table as you leave. Results of the last evaluation form will be available on the web site. Majority of the members feel conferences are useful to state associations. Committee Pool involvement begins now and members were encouraged to get involved and make it work for them.

## **9 Old Business - None**

## **10 New Business**

By-laws change: Board recommends a technical change. Bylaws do allow voting on line but do not allow the ballot to be disseminated via email.

### **Article VI Section 3**

**A ballot containing all nominees for open office will be *either mailed or sent electronically* to each member state by September 1. OK first and NJ second. No discussion. Motion passed unanimously.**

## **11 Acknowledgements and Recognition: Ron Bender (TX)**

Last Timers: Melanie Anderson, SC; Bopanna Ballachanda, NM; Marilyn Billingsley, HI; Karlen Cantrell Brucker, CSAP Treasurer; Diane Davis-Williams, IL; Sherry Dean, MI; Tracy Grammer, Committee on Issues & Planning, CSAP; Paula McGraw, MD; Nancy McKinley, CSAP Past President; Adrian Mosley, MS; Sarah Peters, VA; Eve Sadd, RI; Jennifer Schultz, SD; and Allan White, KS.

Ron Bender noted that it has been a privilege to work with these people: Gifts were presented to Karlen, Wendy, and Tracy. Flowers were presented to outgoing Past President Nancy McKinley and Frances K. Block (IL) was recognized for her assistance with local arrangements.

President-elect Lisa O'Connor (CA) extended a thank you to Nancy McKinley (WI) and Ron Bender (TX). Lisa stated that CSAP will continue to grow because of Nancy's efforts. Lisa is looking forward to working with Ron as he serves as past president. The official gavel was passed on to Lisa.

## **12.0 Adjournment**

The meeting was adjourned at 4:16 p.m.

Respectfully submitted,

Lezlie K. Pearce-Hopper  
CSAP Recording Secretary