

CSAP Exectutive Board Meeting  
Indianapolis, Indiana  
2009 Spring Meeting  
Thursday, May 14, 2009  
6 p.m.

**1.0 Welcome and Call to Order:**

President Sherry Curtis called the meeting to order at 6:04p.m and welcomed those board members present.

**2.0 Roll Call:**

Sherry Curtis(NC), CSAP President,  
Judith Keller (TX), President Elect,  
Lizbeth Stevens (MI), Past President,  
Charley Adams(SC) , Treasurer,  
Ashley Northam (OR), Secretary  
Ann Bilodeau (IN), Local Arrangements 2009,  
Paulette Gentry (TN), Commissioner on Issues and Planning ,  
Theresa Zamingas, Craven Management Associates  
Bob Craven, Craven Management Associates  
Carol Fleming (AR), Commissioner on Communication and Technology,  
Molly Thompson(AK) , Nominations Committee,  
Lucinda Gibson(MS) , E-Newsletter Editor

**3.0 Approval of Agenda:**

Sherry requested to amend the agenda by proposing to add Ann from local arrangements to speak first, and that Sherry will report on the Joint Committee Report directly after the President's Report.

***Motion to approve the May 14, 2009 Agenda as proposed by President Curtis, by Lizbeth Stevens (MI) ; Second by Charley Adams (SC).Motion passed unanimously.***

**4.0 Local Arrangements:**

Ann Bilodeau reported that the CSAP Social Saturday night is at the Arts Garden, which is attached to the hotel. Ann reported hearing a lot of positive feedback on the welcome table. Comedy Improv will take place at the social location as well.

Sherry added that it has been her great pleasure to work with Ann. Sherry stated that the team has gone above and beyond with welcoming, small gifts, and the excellent job of the local arrangements in planning and organization. Sherry thanked ISHA for their work and hospitality.

Ann presented Liz with champagne to commemorate Michigan's victory in licensure. A toast was then presented in Michigan's honor. A good time was had by all.

## **5.0 Approval of the Minutes:**

The minutes from the November 18, 2008 CSAP Executive Board meeting were presented for approval. Theresa Zamingas found some minor dates, misspellings, and capitalizations that need to be changed.

***Motion to approve the Fall 2008 minutes pending editing : Lizbeth Stevens (MI) ; Seconded: Charley Adams (SC). Motion passed unanimously.***

## **6.0 Board Reports:**

### **6.1 CSAP President, Sherry Curtis:**

#### Activities to Date since November 2008:

Bylaws

telconferences

committee conference calls

Sherry expressed her appreciation for everyone's work .

In November Sherry had a goal to improve the relationship with ASHA.

Sherry added that it will be important for the next president to be knowledgeable about sponsorship and the possibility of conflict of interest.

Sherry has been figuring out how to be competitive with very little budget for CSAP. CSAP is currently financial stable, and she is grateful for that.

#### JOINT COMMITTEE:

Sherry met with the Joint Committee for CSAP and ASHA. Members present included: Eileen Crowe, Dennis Fuller( chair), Tom Hallahan (who is past CSAP president),

The Joint Committee discussed the role of Audiology and its members, as well as ASHA restructuring.

Just 3 weeks ago, there were only 13 people registered for the ASHA state workshop. CSAP is its own entity, but it also is a part of ASHA.

ASHA stated that they cannot afford to do the State Policy Workshop as it stands. She asked how CSAP and ASHA can work more collaboratively.

The Joint Committee voted and agreed to have more collaboration and planning, especially for Spring Conference planning.

Recommendations put forth by the Joint Committee:

1. shorter time frame
2. sharing of conference time- including programming, planning
3. Utilize the resources of ASHA- the CSAP meeting could be held at the ASHA building, there would be no cost for space.

Discussion then ensued about how soon the collaborative relationship with ASHA could potentially be started. Theresa Rodgers then stated that she proposed the Charleston conference. Theresa stated that Nellie and Cheryl Russell had previously said that they had potentially thought about shutting down the State Policy workshop – so Theresa did not pursue this until the Joint Committee had a discussion with the CSAP Board.

Liz asked what the management firm (Bob and Theresa) thought about ASHA discontinuing the State Policy Workshop. Theresa stated that it wouldn't have a big effect- We have 59 attendees for CSAP this year. Usually attendees come in an extra day to go to the ASHA workshop, so it may not really affect CSAP attendance.

Judy stated that a nice benefit of collaboration would be access to larger speaker pool. Theresa said that some feedback from attendees in the past has been that people want to have a place to say things freely without ASHA being present in the room

Charley state that it is important to retain some forum for CSAP members to be able to speak freely about ASHA. Theresa recommended that possibly could continue to happen through the business meeting. Sherry recommended that these ideas and suggestions need to marinate.

Theresa said the contract is already signed for San Antonio- so the soonest CSAP can make these changes is in Charleston in 2011. Theresa stated that with the Spring meeting, the room block is joint (with CSAP and ASHA), but CSAP brings in more of the participants. This is a point to think about strategically for revenue. Sherry then asked Bob and Theresa as the management firm, what some other factors may be in figuring out a collaborative relationship with ASHA.

Bob and Theresa commented that CSAP and ASHA would want to combine what each party provides, what each party gets – the target audience remains the same. There would be a possible increase in number if another EB member from a state association saw a place for them to attend – CSAP is limited to Presidents- except in the spring for Management Firms. – Other members may come in place of presidents. CSAP still remains the Presidents of state associations.

Judy recommended that a possible recruiting tool would be for states to bring a potential candidate to CSAP. Bob stated that it is important that CSAP remain to be FUN. CSAP cannot lose its culture. Sherry will gather some more information and report back.

Sherry stated that she could mention this idea at the Business meeting. Liz suggested getting feedback in an onsite survey at this CSAP meeting.

- Liz will create a 1 page survey to distribute and collect at this meeting.
- Paulette recommended that ASHA share their evaluations with us. Bob recommended collaborating on one of the meetings per year instead of going directly to twice a year.
- Some logistics to look at: how to handle newcomers, places for duplicity, incorporating ASHA into CSAP presentations, what role does ASHA want to play- as well as financial risk?

Recommendations for future CSAP board implementation:

A. EB needs to be better informed:

We need monthly updates on the finances from Craven mgmt – Judy asked if online banking was possible- “not at this time” – it is not utilized state Theresa. Sherry asked if the President could also have access to the financial reports as does the Treasurer. Sherry would like to be more aware of what monies are coming in and going out. Theresa stated that typically, the most activity occurs twice a year (during conferences), other than taxes.

B. Timeline:

Theresa stated that there is a new timeline to go in the P&P manual. Tab 17, CSAP timeline.

Theresa commented that this meeting was unique in that the local arranger designee (Ann Bilodeau) worked with CSAP to find a local speaker. Ann was very helpful; this was a suggestion to utilize when possible at other locations.

Sherry stated that in the financial report we should let the members know of our status with speakers.

C. Website Updates:

Sherry asked that Craven put up immediate updates on the website- bylaws, nominations, announcement of next conference (immediately after the conference occurs).

Bob stated that the administrative services contract was just renewed. Bob stated that CSAP would need to add more services to have more immediate updates to the website. Liz requested that the Spring conference be taken down immediately. Theresa stated that the changes to the website need to come from the Commissioner on Technology.

Sherry asked if the P&P was electronically available- Theresa stated that yes, this was possible, it is organized in sections.

### **6.2 President Elect report: Judy Keller (TX)**

Activites to date since November 2008:

Judy has done a teleseminar: good feedback was received.

Judy asked that we continue to get feedback about webinars on the survey.

### **6.3 Past President report, Lizbeth Stevens (MI):**

Liz reported that she has looked into incorporation for CSAP. CSAP was incorporated at one time, but is now no longer incorporated. The President of CSAP is responsible for signing contracts with hotels and the management firm. At this time individuals could be sued without incorporation in place for CSAP. Organizations are incorporated at a state level, CSAP could pick a state to follow in terms of procedures.

Liz reported that when you are incorporated you have an agent that retains annual documents and additional documents are received by that individual. If the resident agent was no longer a CSAP board member, and that person didn't follow through, then the incorporation expires.

As an example, in the state of Michigan, the cost to incorporate is \$60. Then a \$20 per year cost annually to maintain the incorporation status. Liz said her husband is willing to incorporate CSAP pro-bono. The CSAP EB could choose to do that.

***Lizbeth Stevens (MI) motioned that CSAP move to incorporate, Judy Keller (TX) seconded the motion. Motion was then withdrawn pending additional information and resources needed regarding tax and insurance. Vote will be put forth electronically pending this information.***

Bob remarked that currently, CSAP does have professional liability insurance. If CSAP defaults on a contract, then CSAP is liable, if CSAP doesn't have the resources to pay, then the board members could be responsible. Bob suggested that we investigate to make sure there are not additional filing expenses or costs. Liz stated that she can find out if there are additional state taxes required.

Sherry recommended that we thoroughly read over the strategic plan as well as Liz's full report to become more informed. Currently the strategic plan is in progress, the vision statement still needs to be developed.

During the business meeting, a call will be put forth for a committee for development of a

Vision Statement for CSAP. Liz also wants to ask for additional comments from members regarding the strategic plan.

#### **6.4 Charley Adams, (SC) Treasurer:**

CSAP turned a profit in 2008, unlike in 2007. We have had ups and downs in 2008 which are outlined more fully in Charley's report. We are up \$1600 as a bottom line. Saratoga was a great venue, and had less expensive food and beverage.

#### **Current budget:**

Last year, with the Spring auction and 50/50 raffle we made \$4612. As a result, we've budgeted \$4300 for this meeting.

We are doing well with corporate sponsorship at \$7500, budgeted at \$8500.

Charley stated that membership is still strong, with more at this time than last year.

Attendance is down, but membership is up. The room block is currently not filled. We won't know this until the final numbers. We are not sure what the attrition effect will be on the room block.

#### **6.5 Craven Management:**

Total assets: \$98,589.02. Bob reported that this is down somewhat. We have been prudently invested versus a more diverse option.

At this CSAP meeting, we have 16 newcomers, 9 last timers, and 2 Management staff, both from OHIO.

The Fall Meeting 2009 CSAP hotel in New Orleans is the Omni Royal Orleans Hotel.

One month ago, "LENA" changed status to become a foundation and so the sponsorship dollars no longer exist. Quickly EBS stepped in to fund the CSAP social at this meeting.

Bob reported that we don't know what will happen in this economy. Need to be wary of this in the future. CSAP has a good relationship with EBS.

Bob reported that we're above budget in membership dues, but we're down 10 people in registration for this Spring meeting. Our current level may be what our goal should be for next year.

***Sherry asked that a motion be made to accept the Board reports and Craven Management reports. Judy Keller (TX) made a motion to accept the Board and Management reports given, Seconded: Lizbeth Stevens (MI). Motion passed unanimously.***

## **7.0 Commissioner and Committee Reports:**

### **7.1 Local Arrangements in New Orleans:**

Theresa suggested that we do something local there and let people do things on their own. Theresa suggested that CSAP have a small wine and cheese reception, give a small gift of beads and masks.

Paulette suggested a local carature artist, wine and cheese, and possible musicians. Theresa will find out if the hotel will allow us to extend the meeting room and have a reception.

***A motion was made by Charley Adams (SC) to forgo the formal social event in New Orleans in lieu of a scaled down social reception and dinner on your own. Judy Keller (TX) seconded the motion. Motion passed unanimously.***

### **7.2 Commissioner on Issues and Planning, Paulette Gentry (TN):**

Paulette commented that she has received a 2012 conference proposal for Alaska. Newcomers packet is all ready to go for tomorrow's luncheon.

Liz suggested to Sherry that she contact ASHA to see about going to ASHA headquarters in 2012.

### **7.3 Commissioner on Communication and Technology, Carol Fleming (AR):**

Carol reported that the FAQ committee has come up with a full sheet of questions to add to the website. CSAP now has a page on Facebook.

Carol has put together a "How to Facebook" tutorial that she will distribute to members.

A computer set up at the meeting to help people join Facebook.

#### **Website suggestions from the Technology Committee:**

##### **Problems:**

If you want to print off the Spring meeting, you actually get 9 pages of information- lots of old information that comes up when you're looking for this topic.

##### **Suggestions;**

Update on a quartly basis. When people submit their change form, they are not seeing the updated information.

Can we update more frequently?

Are we able to find out how many forms are being submitted?

When are these submitted and then when are they being updated?

Theresa Zamingas reported that the database is updated immediately, including the listserv, but the website is not up-to-date on an immediate basis. Theresa reported that the website gets updated every 3 months.

Charlie suggested that we create a database of when each state changes officers, then the President of CSAP could send out a welcome email or snail mail letter at those times.

Carol reported that the committee stated they'd like to have more quick links that take you directly to the HTML link as well as a desire that the information be current and direct on the CSAP website.

Carol stated that she would like the registration and social information for a meeting to be removed immediately after a meeting is done. Then put up the next meeting information on the website soon after to have continuity and planning for our members. These questions and suggestions will be discussed between the committee and the management firm.

Bob suggested that a timeline be created for these issues.

Carol will do a website survey here at this meeting to gather more information.

Carol says that the "Policies" listed on the website are really the by-laws for CSAP.

#### **7.4 E-newsletter, Lucinda Gibson, (TN):**

Lucinda is requesting that we publish our financial status and that we submit articles for the newsletter. Lucinda suggested that we publish monies raised for the auction and 50/50- and have newsletter articles related to this. Members need to know how important those events are for fundraising.

Lucinda is working with ASHA regarding blurbs from their meeting so that those members who did not attend will know what they missed.

Lucinda wants to put an article about the upcoming election for CSAP officers. The President of each state is the only person who votes. Lucinda suggested trying to coordinate the nominations with the Summer Newsletter. A suggestion was made to archive the older newsletters and keep just the most current up.

#### **7.5 Committee on Nominations, Molly Thompson (AK):**

Jean Zimmer (MS) should be listed on the committee, this is a correction.

Molly wants to utilize electronic voting and communication for dissemination of nomination information.

#### **7.6 CAPCSD:**

No new information

### **7.7 Nancy McKinley Award:**

Sherry will present the award on Saturday.

***Motion was put forth to accept all the committee reports by Lizbeth Stevens (MI), Charley Adams (SC) seconded. Motion passed unanimously.***

### **8.0 OLD BUSINESS:**

Conflict of Interest Statement and Annual Committee Letter was disseminated for Executive Board signature. These policies were previously voted on, this is a procedural task.

Advisory Board: Judy suggested that CSAP might set up an advisory board to be a resource to CSAP leaders for continuity. There is little institutional memory.

***Judy Keller made a motion to develop an advisory board composed of past presidents and past executive board members to assist the current EB in any way they see fit. Lizbeth Stevens (MI) seconded the motion.***

#### ***Discussion:***

Judy suggested that personal contact be made to ask them to join. Theresa suggested that recent as well as historical members be looked at. Liz added that the advisory committee be an ad-hoc committee at this time. Otherwise, there would be a need for a by-laws change. Charley suggested that details need to be fleshed out more perhaps before people are approached.

***Motion passed unanimously.***

### **9.0 NEW BUSINESS**

#### **9.1 Bob Hull- former CSAP Board member.**

Charley mentioned that he feels that Bob needs to be recognized in some way. Bob passed away recently. Sherry suggested a moment of silence.

Carol suggested mentioning that Bob was really instrumental with the current design of our current website vs the previous "Care Bear" version that was not highly liked. Liz suggested that other prior CSAP members could send in memories of Bob, could possibly be in the newsletter. Liz suggested that we donate money to give to the Georgia foundation to put towards the scholarship in Bob's name. This would only be from the CSAP board.

9.2 Newcomers :

Newcomers coming for the first time without a fellow state person need a mentor or buddy. Sherry suggested that we mention this at the luncheon; Paulette will then match them up with an “old timer”.

***A motion was made by Lizbeth Stevens (MI) to adjourn the meeting. Judy Keller (TX) seconded. Motion passed unanimously. The meeting was adjourned at 9:25pm.***