

**CSAP Executive Board Meeting**  
**Wednesday, November 15, 2016**  
**9:30 a.m.**

Executive Board Members present: Tim Ball, Michael Kaplan, Maryanne Weatherill, Kelli Zeimetz-Mehmert, Douglas Parham. Craven Management: Melissa Joseph and Diane Yenerall

President Ball called meeting to order at 9:34 a.m.

A motion was made by Doug Parham to approve the May 2016 minutes. Seconded by Michael Kaplan. Motion carried.

**Board Reports:** refer to reports on file with CSAP

**Treasurer's Report:** (Maryanne Weatherill)

Maryanne reported CSAP is \$91 down from last year and projected to incur a \$7000 loss. \$5000 of the loss is due to breaking the Mississippi contract.

Reserve is currently 139%; the target level is 150%. Douglas Parham asked about the stock value. Discussion was held.

**Activities of the Business Office** (Craven Management)

Melissa pointed out- membership management and financial managements. Melissa solicited sponsorship from EBS (Darlene Robke from Virginia) and Pearson (Tina and Cheryl). Melissa also organized the contract for Spring 2018 in St. Louis Missouri. Melissa noted Indiana did pay dues last week. Discussion was held regarding consideration of reaching out to Hawaii next year, as the convention will be held in Los Angeles.

Meeting planning section- prepared and managed registration materials. , Created PowerPoint presentation for tomorrow. Welcome email was sent to first timers.

There are 47 paid attendees. Total attending is 59, last year there were 57 paid/68 attendees.

Happy hour: currently planning for 68 attendees, which include alumni (9 alumni). First timers- 16, last timers- 9.

Review of future meetings: 2017 Louisville Kentucky, Thursday May 18. Fall 2017- Los Angeles, California.

Diane reviewed the financial summary. 150% has been the target for reserves that was agreed upon in 2003-2004. CSAP may need to discuss what the goal is for reserves in the future.

**President's Report** (Tim Ball)

Tim reported he had collected the pool data forms. Tim appointed and updated commissioners. Labrita (Georgia) is chair of CSAP newsletter. This is a two-year position. The chair of the nominations committee is vacant.

Committee chairs and appointments were reviewed. The committee pool forms will be available to attendees in their packets. Doug reported that many people are interested and can be placed on a committee.

Tim reviewed preparations for spring and fall meetings. Melanie McDonald will be presenting. Jill Burton had a wonderful dialogue about Georgia's social media topic. Prior to the spring meeting in Santa Fe the National Council of State Boards of Examiners for Speech Pathology and Audiology contacted Tim requesting to present at CSAP.

Tim discussed the need to coordinate emergency meetings and or decisions that are necessary between regularly scheduled meetings. Refer to President's report, item 6.

Melissa will add to the Data Pool form that the Nominations Chair cannot run for an elected position.

Tim reported the Joint Committee conference call was held in May.

All newly elected officers were notified.

MOU- Michael and Tim will meet with Eileen and Janet Friday evening.

Last year ASHA did not contribute additional finances as requested last year at the MOU.

Tim thanked the CSAP office for their outstanding support.

### **President-Elect's Report (Michael Kaplan)**

Michael worked with Melissa to update the position description and timeline for President-Elect.

Michael is working on speakers for the spring 2017 meeting. New Jersey is interested in presenting regarding collaboration with other disciplines. Michael has spoken with Texas and California about presenting on leadership. Michael has assisted Tim as needed.

Tim thanked Michael and looks forward to the Louisville conference in the spring.

### **Past President's Report (Doug Parham)**

Doug reviewed his role. Joint Committee meeting was held on Monday June 6, 2016 via virtual meeting. Joint committee is ASHA + CSAP. Main focus in June and will continue to be are 1.) HELP forms- addressing issues that state association presidents identify and request support 2.) Puerto Rico association is trying to get started but they don't meet the standards ASHA has presented. They need to meet certain criteria. No resolution was made at the June Joint Committee meeting. Discussion was held. 3.) Audiology associations are being formed throughout the country, various states. 4.) Doug contacted unsuccessful candidates in the election. Discussion was held.

### **Issues and Planning- nothing to report**

### **Communication and Technology- nothing to report**

**Local Arrangements Fall 2016-** Melissa went to Soules University – they put together the welcome packets. PSHA- NSSHLA group has been very active. There are two state associations within PA.

**Local Arrangements Spring 2017 (Louisville)-** Melissa will work with KSHA President (Christie) to set up social.

### **Old Business:**

Policy & Procedure Approval – Melissa brought the unrevised version of the Policy and Procedure manual for reference. The timeline piece refers to the office description and puts in duties to be completed by month.

- Revisions were made. Motion was made by – Michael Kaplan moved we accept P and P as presented with revisions. Doug Parham seconded. Motion carried.

**New Business:**

## 2019 Site Location Selection

- Arkansas, Bentonville or Little Rock

Michael Kaplan made a motion that the Spring 2019 be held in Little Rock, Arkansas. Doug Parham seconded. Motion carried.

## Budget- 2017

- Maryanne Weatherill and Diane Yenerall reviewed the proposed budget. Diane gave a description about teleconferences and webinars.

Michael Kaplan made motion to approve the budget as presented. Doug Parham seconded. Motion carried.

## Election candidates

Tim Ball opened this topic up for discussion and reviewed what is now in place to ensure that the nominations committee chair will not be able to run for an executive board position. Responsibility for notifying unsuccessful candidates falls to the position of the past-president. The final call needs to be made by the President who decides HOW the successful candidates will be notified and will delegate WHO will notify.

## Memorandum of Understanding (MOU)

Tim Ball reported that the MOU meeting would take place Friday evening with Eileen Crowe and Janet Deppe from ASHA. Tim suggested we get a game plan together for bargaining. Last year CSAP asked ASHA to sponsor a breakfast in addition to the reception and they declined. Diane provided information regarding the history of the MOU and noted that CSAP is giving ASHA the venue; the possibility of alternate negotiations may need to be considered.

Motion made to adjourn by Michael Kaplan. Maryanne Weatherill seconded. Motion carried.

2:00 Adjournment made by Tim Ball