

CSAP Spring 2011 Business Meeting
Charleston, South Carolina
May 21, 2011
3:45 p.m.

Call to Order & Remarks

Carol Fleming (AR)

The meeting was called to order at 3:48 p.m. by President Fleming. Carol thanked all of our speakers and sponsors.

Approval of the Fall 2010 Business Meeting Minutes **Dawn Merth-Johnson (WI)**

A motion to approve the Fall 2010 Business Meeting Minutes was made by Linda Wortman-Lowe (NC) and was seconded by Carlotta Kimble (MO). A correction to the treasurer report section of the minutes was made by Susan Benson (OK) to change the name of the recipient of the 50/50 winner to Susan McHugh (OK). A friendly amendment was accepted by Linda to the original motion. Motion passed unanimously.

Treasurer's Report

Lonnie Harris (KY)

Lonnie reported that CSAP is tracking financial trends with an 18.9% total increase from the fall. CSAP's policy and goal is to be at 150% reserve. The budgeted projection of 104% is now at 105.5% reserve. Membership is staying about the same with a possibility of only 52 members. We do need to recruit all of those states to pay dues. It was reported that 46 of 52 states paid their dues for 2011. Attendance to the conference is up with 48 paid registrants and an increase of \$1,600. A total of \$1,110 was collected from the 50/50 drawing during the meeting - \$555 will go to CSAP and \$555 to the winner, Terri Massimi (NY). This is an increase of 26.7%. The Spring 2011 auction brought in \$4,327 which is a 38% increase from the spring. Typically CSAP holds a silent auction in the fall, but that only brings in about 1/2 of the revenue, so this upcoming fall meeting will include a live auction with no social event.

Executive Board/Committee/Commissioners

President's Report:

Carol Fleming (AR)

Carol reported that she worked closely with Molly, Judi and members of ASHA to plan this meeting based on comments received from the last meeting. .7 CEUs were available for this meeting and participants need to sign up to receive CEUs online by June 10. Sunday morning the Joint Committee will meet to review the HELP forms. Carol will reconnect with the six states that have not paid CSAP dues yet. Planning is beginning for the fall meeting and suggestions are welcome. The Policy and Procedure Manual will be completed soon.

President-Elect Report:

Molly Thompson (AK)

Molly reported that she is planning the teleseminar for this summer with a change from what was in the e-newsletter. A trial tele-replay will be available for this one as well. Molly encouraged state association presidents to make sure that they have an AC representative at ASHA. Arrangements are being made for the 2012 Spring meeting in Anchorage.

Past-President's Report:**Judith Keller (TX)**

Judi announced that a lot of changes are being made to the Policy and Procedure Manual and are about ½ way completed with the project. Meetings will be held in June and August to review the CSAP strategic plan. The By-Laws have been reviewed to ensure alignment with the P&P.

E-Newsletter Report:**Regina Lemmon (SC)**

Carol reported that Regina is now the sole newsletter editor (originally she was a co-editor with Molly). States will be asked to provide information within the next few months.

Joint Committee Report:**Judith Keller (TX)**

Judi reminded everyone to complete the HELP form in the packet. The committee met in November and will meet again on Sunday morning following this meeting to review the HELP forms. The strategic plan was reviewed. The committee plans to highlight the brags from BBM on the website.

Local Arrangements Fall 2011 Meeting:**Diane Collins/Tricia Buckles (CA)**

Diane and Tricia discussed opportunities for sightseeing in San Diego. A walking loop is available near the convention center. The gas lamp district is within walking distance of the convention center.

Commissioner on Issues and Planning:**Carol Fleming (AR)**

Robbie Jackson from (WA) was unable to attend the meeting, but Carol reported that Robbie will be reviewing suggestions participants provide on the conference evaluation forms. Robbie is also forging forward to help complete the work she initiated on the P&P manual.

Commissioner on Communication and Technology:**Paulette Gentry (TN)**

The CSAP website has been updated and should be reviewed by all; suggestions can be made on the session evaluation forms. Paulette encouraged states to “cut and paste” information from your own state’s newsletters to be added to the CSAP e-newsletter. Paulette encouraged all states to review the archives on the website of questions posed by state associations to avoid redundancy.

Time and Place Committee:**Gloria Petit-Clair (MD)**

Spring 2012 will be in Alaska; Spring 2013 will be in Maryland. Gloria asked for all to consider their state for Spring 2014 and complete the form in the packet. The committee will review applications in the fall.

Nominations:**Susan Benson (OK)**

Susan reported that note cards were placed on each table for the two open positions on the EB this year – President Elect and Treasurer. More detailed job descriptions are available on the website. Nominations will be requested by August 1 with elections in September.

Nancy McKinley Leadership Award Committee: Carol Fleming (AR)
Carol was pleased to present this year's \$1,000 award to Laura Jo McKamey from Montana.

Old Business:

There was no old business for discussion.

New Business:

By-Laws:

Carol Fleming (AR)

Minor revisions will be up for a vote at the fall meeting.

Acknowledgements and Recognition:

Carol Fleming (AR)

Certificates were presented to CSAP "last-timers" at the meeting.

Local Arrangements:

The Fall 2011 CSAP Meeting will take place in San Diego, CA. CSAP members will be invited to the CSHA reception/open house at ASHA. A video presentation was shown to highlight the sight.

The meeting was adjourned at 4:48 p.m.