

AAPPSPA BOARD MEETING JAN 16, 2011

AGENDA

Call to order
Review of Minutes
Identification of Proxies

Reports:

President:

Business Institute Exhibit will be done again this year – I will staff booth and any members who are attending may assist if they are attending. I have the exhibit and will assemble/tear down.

Staffing of the table with the president and vice president plus other members seemed to work well. During the times other members were staffing, Laurie and I were able to make contact with various vendors and extend an invitation to attend our conference. Numerous vendors were interested and information was passed on to Sue. We utilized the postcards from Vista Print and have some left over for the Business Institute.

We are out of give aways. Have few left over and will need to order additional give aways for ASHA Business Institute. In the past we had pens.

Vice President: no report – will discuss program chair later in the agenda

Secretary:

Treasurer:

HCEC – Denise

No report – had emailed to the membership via the listserv a detailed report of the meeting held at ASHA.

CONTINUING EDUCATION REPORT – ROBERTA KORNFIELD

For the period 4/29/10 to 1/1/11, AAPPSPA has sponsored two continuing education programs - the Clinical Institute and the 2010 Spring Conference. In addition, AAPPSPA conducted four cooperative continuing education programs with three of our members: The Speech Team, Speech Plus, and CSLOT.

Exhibit

Ken set up the booth and assisted in tear down at ASHA. Denise is in possession of the booth and will be taking it to and from the ASHA Business Institute. Following the Institute, it can be returned to Ken for ASHA in San Diego

Vendors – Sue – no report

Parliamentarian - Barbara – no report

MEMBERSHIP - RENEE MATLOCK

Committee Report as of 12/31/10

1. Current membership: **310**
 - Life: 22
 - Full: 281
 - Affiliate: 2

Non-renewed members as of 1/14/11: 109

2. New members:
 - 5/1/04 to 12/31/04: 200
 - 1/1/05 to 12/31/05: 45
 - 1/1/06 to 12/31/06: 34
 - 1/1/07 to 12/31/07: 63
 - 1/1/08 to 12/31/08: 60
 - 1/1/09 to 12/31/09: 62
 - 1/1/10 to 12/31/10: 50

2010 Members Referred by:

- AAPPSPA Member/Colleague: 19
 - ASHA 14
 - Internet Search: 7
 - Returning Member 5
 - PP Guide: 2
 - AAPPSPA website 2
 - Spring Conference Mktg: 1
3. Pending applications: 2
 4. Functions of the Membership Chair are as follows:
 - Maintain current membership list
 - Process new member applications
 - Welcome new members to AAPPSPA via email
 - Coordinate efforts with AAPPSPA office Bookkeeper, Webmaster and Website Coordinator
 - Send welcome letter and membership certificate to new members
 - Follow up on membership inquiries, via phone or email

HONORS REPORT – MINDY NEWHOUSE

Honors of the Association were awarded to Laurie Botstein in 2010, in recognition of her outstanding dedication and work on behalf of the Academy.

There may, or may not, be Honors awarded in 2011.

BY-LAWS REPORT – TERRI ROSSMAN

RE: Proposed elimination of the Affiliate Membership status.

The Academy currently has different types of memberships: Founding Members, Charter Members, Lifetime* Members, General Members and Affiliate Members. There have been discussions regarding the elimination of the category “Affiliate membership”.

According to the AAPPSPA Bylaws ARTICLE 1X

Section 1. An Affiliate of the Academy is one who does not meet the requirements of membership but is interested in the goals and activities of the Academy.

Section 2. An Affiliate of the Academy is not a voting member but may serve as resource to committees.

An Affiliate membership differs from a general member in the following ways: According to Section 4, the qualifications and admission of general membership shall be open to any SLP or audiologist who is in private practice based upon the following qualifications:

- 1. Has ethical professional and administrative responsibility for his or her practice;*
- 2. Has total financial and legal responsibility and liability for his or her practice;*
- 3. With reference to his or her practice, is self-employed, that is, not an employee of an individual, organization, agency or other entity providing clinical or consultative services unless he or she holds a shareholder or equity ownership position in that organization or entity, also a major owner of that organization or entity, (this condition will be met if the practitioner is an officer of the Board of the entity and holds as much voting power as any other member of the Board, even though the practitioner may not hold stock in the entity); and,*
- 4. Accepts referrals from multiple sources and these referrals may include those obtained through independent contractor arrangements.*
 - a. Possesses the earned Masters’ degree or equivalent based on a program of studies whose content primarily was in the field of speech-language pathology and/or audiology.*
 - b. Holds the CCC by ASHA and /or appropriate state licensure.*
 - c. Has not been convicted of a felony, or of a misdemeanor whose elements include fraud or misrepresentation.*

A majority* vote is required in order to amend or eliminate the “Affiliate” membership.

A majority* of the active members entitled to vote, represented in person or by proxy, shall constitute a quorum at a meeting of active members. The vote of the majority of the active members entitled to vote and thus represented at a meeting at which a quorum is present shall be able to act at the members meeting, unless the vote of a greater number is required by law, the Articles of Incorporation or these Bylaws. In the absence of a quorum, any action requiring a vote by the members may subsequently be carried to the members by mail ballot. (Section 10).

*Lifetime Members have established a minimum of 25 years of membership in The Academy and have attained the age of 65. Life members do not have to pay dues, but are otherwise entitled to all the rights and privileges of membership. The 9 Founding Members and the ex officio members of the Board of Directors when otherwise not holding office.

BOARD OF DIRECTOR SLATE AND NOMINATIONS JANET KREBS

- The Board of Directors who will continue to serve for the Spring 2011 through Spring 2012 term include the following with term ending in Spring of the stated year:

Brendan O'Conner Webster (2012-1st term)
Jen Malone Priest (2012-1st term)
Landria Seals (2012-1st term)
Anita Werner (2012-1st term)
Allyson Weinstein (2013-2nd term)

- The following board members have agreed to continue on for a second term ending

Cheryl Campbell (2014 – 2nd term)
Roberta Kornfield (2014 – 2nd term)
Laura Riesler (2014 – 2nd term)

- The following board member has requested to not have a second term at this time

Terri Rossman (2011 – 1st term)

The following person is willing to come back on the board

Pat Gill (2014 – 1st term)

- The following Slate of Executive Officers is offered for the 2011-2012 term

President: Laurie Botstein
Vice President: Eileen Devaney
Secretary: Anita Werner
Treasurer: Landria Seals

CONFERENCE PROGRAM CHAIR REPORT - LAURIE BOTSTEIN

Spring Conference:

- Will be held 5/12-14/2011 At Embassy Suites Old Towne, Omaha, NE
- Two concurrent institutes will be presented by Mindy Newhouse on Starting a Private Practice, and a panel discussion with Janet Krebs, Pat Gill, Landria Seals, and Renee Matlock on Now That You Have a Private Practice-What Next?
- There will be CEUs available, but we don't have the total yet.
- Conference: Composed of business and clinical presentations
- There will be no handouts-powerpoints are being sent to Nadine who will put them on the website, and they will be password protected.
- Registrants will receive password, when their registration forms are received

Brochure

- In the process-Brendan O'Connor Webster has it in her possession
- Members will not be receiving brochures in the mail

Vendors

- Will be available for two days this year, in a separate room

AAPPSPA-PUBLICITY REPORT – LAURA REISLER 2010-11

- Subsequent to the AAPPSPA convention in Orlando, Florida, I submitted an article describing the event. I was told that it was published in both the Advance and on the website SpeechPathology.com.
- To publicize the upcoming convention in Omaha, I will send emails to all state organizations, with the heaviest focus on Nebraska and neighboring states. It should be determined by the Board whether resources should be focused on all six states bordering Nebraska. These are South Dakota, Iowa, Missouri, Kansas, Colorado, and Wyoming.
- Among neighboring states, it has yet to be determined what these states charge for advertising and what our budget for advertising will be and whether we will do online advertising or small print ads. Once that is determined via discussion with the Board and conversation with the treasurer, publicity for annual convention will be planned
 - Mailings will go to members of organizations of states near NE, and brochures will be mailed when labels are received
 - Registrations can be online or mailed in
 - Food choices are on brochure

AAPPSPA WEBSITE REPORT - JANET KREBS

Minor changes have been made to the website, making a few files more accessible. Nadine continues to be extremely responsive to all requests, resolving all situations within a couple of hours at most.

The listserv was quiet until the debacle with Hope Fernicola, where she made a recommendation that was questioned regarding legality and ethics. Our legal counsel felt that according to the description I provided, what Hope was suggesting was not illegal. This was discussed further among Denise, Laurie, Mindy and myself and although there is general annoyance about Hope's previous violations of her listserv privileges, only a warning is appropriate at the present time according to the bylaws and Listserv Etiquette. Denise responded to the issue on by posting AAPPSPA's position.

Old Business

Journal subscriptions for AAPPSPA as an organization

Janet had investigated a number of journals we could possibly subscribe to – would recommend that she move forward investigating the cost of an organization subscription to the Dysphagia Journal at this time. What other specific journals does the board recommend?

NEW BUSINESS –

1. CLARIFICATION of Job Responsibilities for Julie

There has been confusion as to what are Julie's responsibilities. I asked Mindy to shed light on what was arranged with Julie, and her response is below.

January 12, 2011 – JOB RESPONSIBILITIES CLARIFICATION– JULIE BURKHOLDER

Julie Burkholder serves as the bookkeeper for AAPPSPA. This arrangement came about in the following way:

When Mindy Newhouse was elected Treasurer, the information passed along from the outgoing Treasurer (Gary Katz) consisted of a manila envelope with scraps of paper and a few bank statements, plus blank checks. The following year, when Mindy Newhouse was elected President, Lorraine Priceman served as a Treasurer. That year, a box was received via the post office, mailed from the prior Treasurer (Gary Katz), and consisted of more statements, printouts of emails, handwritten and typed notes, and random minutes from board meetings.

When Mindy Newhouse undertook the job of organizing the information, it was apparent that the system needed to be revised. It was decided to put all of the bookkeeping information on Quickbooks so that it was possible to run reports as well as maintain a database and history. Julie Burkholder worked for Communication Matters at the time. As part of Julie Burkholder's job, while being paid by Communication Matters, Julie Burkholder organized the bookkeeping and kept the A/R and A/P. She also ran reports as requested for board meetings. When Lorraine Priceman took over as Treasurer, it made logical sense to continue having Julie continue in that role. To reiterate, Julie Burkholder was being paid by Communication Matters to do this work and it was done during her regular working day, using Communication Matters' computer, software, etc etc etc.

When Pat Gill became Treasurer, we expected to send the Quickbooks files for her to continue using, however it turned out that she wasn't familiar with the system, and didn't have a staff person of her own to use. Therefore, the Board was approached with the idea of contracting directly with Julie Burkholder to continue doing the work as she had done.

It was agreed and there began the official working relationship. The system of the Treasurer being the liaison to the Board and Members, and being the primary contact for the bookkeeper was established early on. Julie switched all of the records, etc to her own computer and the time she spent on AAPPSPA business was done when she was not "clocked in" for Communication Matters. AAPPSPA was billed directly for her time.

From time to time, other projects have come up and Julie has been asked if she could handle them for AAPPSPA. For example, the re-incorporation, taxes, and credit card processing company research. To simplify the process, she receives the payments and registrations for conferences and provides the list of paid registrants to the appropriate AAPPSPA person. There have been times in the past when Julie did mailing - labeling and postage stamping brochures, etc. However when this happened, it was a project that was offered to her as an extra job because we did not have a volunteering member to do the work. These extra projects are not part of her regular duties.

So, to clarify, Julie does the A/R and A/P for AAPPSPA. She provides reports per request of Treasurer. She has full right of refusal to complete other related projects. It is not her responsibility to get signed contracts or track down people to have W-9s signed.

Incidentally, the process of the Treasurer being the only contact with Julie has changed quite a bit, as now she receives contacts from the President and Vice President, and sometimes even other committee members. This can cause confusion, as she doesn't want to offend anyone, but needs to know who gives her orders! Simple forms and procedures need to be re-instituted and

Also, I, Mindy Newhouse, am a signer on the bank account so that checks can be written and signed expeditiously from California.

Sincerely,

Mindy Newhouse, M.S. CCC-SLP

Because of the confusion, I am making these recommendations to clarify her responsibilities:

Julie will send her time sheets to President and Treasurer.

Responsibilities only include A/R, A/P reports and other reports per request of Treasurer.

Work requests to Julie must be requested through President – not committee members. Any work request not covered in her job description (line 2) is seen considered an extra project and Julie has right of refusal.

W-9s and speaking contracts should originate with the Vice President who is responsible for the conference programming (Vice President may or may not serve as Program Chair – if Vice President has appointed Program Chair, the Program Chair would be responsible)

- 2 Janet has suggested that AAPPSPA consider some sort of honorarium for our AAPPSPA members who present at our conference, as our finances are in good shape. Suggestions she put forth include one of the following:
 - a. Honorarium of \$300
 - b. Payment for hotel
 - c. Payment for airfare
- 3 Terri Rossman suggested offering another type of membership for alum who have been in AAPPSPA for a minimum of 5 years, possibly held a board position and are perhaps a certain age (40+), who are no longer in private practice, but we want to be able to have them maintain some kind of connection with AAPPSPA. This is different than the membership for those 65.
- 4 We have had some applications for membership that were misleading – applications were not actively seeing clients at the time of their membership application. One had been approved for membership, only to post on the listserv she was not open for business yet. Renee contacted this individual, deactivated the membership and has made wording changes to the application to identify if the applicant is actively seeing clients at this time. Hopefully this change will eliminate inappropriate applications.

Any other new business:

Adjourn