

Fall Board Meeting AAPPSPA Nov 27, 2011 Conference Call

Meeting called to order at 6:05pm Eastern time

Attendance:

Denise Dougherty, Eileen Devaney, Jen Malone Priest, Brendan O. Webster, Barbara Samuels, Janet Krebs, Laurie Botstein, Vicki Bourne, Niki Stagias-Coulianidis, Roberta Kornfield, Allyson Weinstein, Barbara A. Taylor, Mindy Newhouse

Proxies:

None

Review of minutes:

Brendan - Moved to approve minutes

Barbara T – seconded

All approved

Reports:

President – Denise

Marketing consultant

Jeannine was brought on board to provide consults for marketing issues – similar to what Kelly offers our members. Based on Jeannine's report, she had 3 consults in September, 6 in October and numbers aren't in yet for November, but was aware of 2 consults scheduled for beginning of November. Total consults to date are 11. Feedback has been positive so far. We pay Jeannine \$10 per member for the consults, and it was pro rated since she started in the last quarter. I will be asking Jeannine to assist us in designing a new display to replace the exhibit we currently have - as she was paid for time that will not be used by members by the end of the year

Membership

The last figures I received for membership was 325. However, Renee is processing 16 more applications this weekend. This is the most applications received in 5 weeks time EVER!! "At the board meeting in May 2011, membership was 302. If all 16 applications are approved, that will take our membership up to 341. This is an increase of 39 members in the past 6 months.

Webinars

I recruited Nadine to assist in determining what companies would be best for the webinar process as I was clearly unable to understand the complexities of the systems. She interviewed the two companies – and we agreed iLinc would be the best fit. The board did vote to contract with iLinc, which had a special two years for the price of one at the time of our contract proposal. Over the summer, Nadine and I worked with the iLinc support rep and ironed out a number of glitches prior to the kick off webinar. Our plan is to build a library of webinars for

members/nonmembers which will generate revenue – if the peer reviews of the webinars are completed – for a 3 year period. Nadine and I are still working on the occasional glitch, but for the most part, are happy with the process. I will report in more detail in the ce administrators report and under old business.

ASHA and the AAPPSPA open house

Eileen Devaney, vice president and I staffed the ASHA exhibit this year. Denise Middleton had only received responses from several individuals who agreed to relieve us. Some members did stop by and spoke to visitors at our booth. This year we handed out 750 small spiral notebooks (seemed to be a popular giveaway) and almost 1000 pens. Jen, our secretary, revised/reordered our AAPPSPA post cards which included our cruise, conference date/location and benefits of membership. The three webinars were posted on the exhibit and we distributed handouts with our conference topics/speakers. There were many positive comments from those who stopped by and our organization was mentioned in an ASHA presentation. Numerous individuals said that was the reason they sought out our booth. I presented a poster session on making the transition to private practice, and recommended individuals stop by our booth for additional information.

Eileen and I distributed the postcards and our AAPPSPA business cards to vendors at ASHA asking for donation of raffle items. Most companies we visited said they would consider sending raffle items. Super Duper has already inquired about the conference. Speech buddies might attend but will send raffle items if they cannot commit to exhibit. Eileen will forward the list of companies we spoke to as well as business cards to Barbara Taylor, who will be taking over as Chairperson for Exhibits/Vendors.

Our open house on Friday evening was well attended. There was a good turnout of potential new members, our members and our ASHA liaison, Janet Brown attended.

ASHA Online Private Practice Institute

ASHA informed me they were replaying the online private practice institute in January, I believe. They did offer a discount to our members – that email went out to the listserv earlier in the fall. I was told they had nothing on the 2012 calendar for a private practice institute, but they decided to rerun the recorded seminars.

Business Institute

This coming year it will be held in Memphis, the week before our conference. I will attend to man the exhibit and Eileen has expressed interest in attending as well. Mindy has been invited to present on private practice. We have 250 of the spiral bound notebooks left and approximately 500 pens to hand out as giveaways. There are also approximately 500 postcards left from ASHA to distribute.

AAPPSPA at SEA

We have 8 cabins reserved for the cruise. It is still open for reservations, depending on cabin availability. Dr. Nelson will speak on assessments for language and interventions that work.

Vice President – Eileen

Spring conference

See below. All the plans are being finalized. Barbara Taylor is going to be in charge of the giveaways and the vendors. Melanie Waters is going to oversee the food choices.

For the 2013 Conference, I have received bids from:

1. St. Louis, MO: Embassy Suites \$129.00/night
2. Orlando: Sheraton in Lake Buena Vista, Florida \$129./night

Bids from Boston at close to 200./night were rejected.

2013 conference location update:-----

2013 – still ST. Louis and Orlando

Janet stated that most of hotels over \$200 per night are booked 2 years in advance. She recommended Hilton properties because they don't book so far in advance and can therefore give better rates.

Denise stated that this is the first time AAPPSPA has had rooms booked this far in advance for a spring conference. Half of the rooms are already booked and there are double beds available.

Brendan stated that she was concerned about St. Louis as a location for next year. This is in light of the fact that Omaha's location was stated as being an issue in the low member turn-out for last year's conference.

Denise stated that Eileen was leaning toward Orlando, but we will check on that. (Eileen had been accidentally disconnected at this point).

CONFERENCE SCHEDULE

Thursday, May 3, 2012:

Institute - Lynn Grodzki

Friday May 4, 2012

7:30 – 8:00 Breakfast

8:00 – 8:15 Opening Remarks – Denise Dougherty, president AAPPSPA

8:15-10:00 Kelly Hoelzer – “Drafting contracts for Employees and Independent Contractors”

10:00 – 10:15 - BREAK

10:15-12:00 Steve Bourne – “Negotiation and You”

12:00 – 1:00 LUNCH

1:00 – 3:00 Patty Weimer- “Billing and Reimbursement”

1:00 – 3:00 Laura Reisler – “Using Phonic Engine Technology to Facilitate Reading, Writing & Spelling”

3:00 – 3:15 BREAK

3:15-4:45 -Jeannine Skarbek-Kubas- “Marketing on a Budget

3:15-5:15 Laura Reisler - "Using Phonic Engine Technology to Facilitate Reading, Writing & Spelling"

SATURDAY May 5, 2012

7:30 – 8:00 Breakfast

8:00 – 8:15 Opening Remarks

8:15-10:00 Jeannine Skarbek-Kubas – "Get Organized ...the Marketing Way"

10:00 – 10:15 BREAK

10:15-12:00 Barbara Taylor The Picky Eater from the SLP's Point of View

12:00 – 2:00 LUNCHEON

2:00 – 3:30 Brendan O'Connor – Applying the Family Systems Model to Early Intervention

2:00- 3:30 Craig Coleman- "Evaluation & Treatment of Preschool Children Who Stutter"

3:30 – 5:00 Dale Ellicott –Integrated Listening Program: "Improving Social Interaction and Communication with an Interactive Language Program"

3:30-5:00 – Craig Coleman- Evaluation and Treatment of School-Age and Adolescent children Who Stutter"

Treasurer - Cheryl

Please see additional attachment with profit/loss statement– *Cheryl was not present on the call.*

Secretary - Jen

No report at this time

Barbara T - *Motion to accept reports from the executive committee*

Brendan – *Are we expecting the treasurer report? Shouldn't we talk about it before formally accepting reports?*

Eileen was disconnected. And is back on the call

Mindy - *will try to answer questions about the profit/loss statements.*

Roberta – *Shouldn't the profit/loss statement be broken out a little more specifically?*

Mindy – *the \$18,000 is most likely the cost of hotel, etc. [for the spring conference 2011]. The bill is not always presented in a broken down manner.*

Roberta – *They should break it down. It should not be a lump sum. We should ask it be broken down. I think that would help in the future for planning.*

Barabara S – *We do get that break down, but it does not appear that way in the report.*

Mindy – It's the way that the book-keeper enters it. This is just an overall profit / loss statement.

Denise – Let's put this on hold until we get more information.

Brendan – That would make me more comfortable.

Janet – It is not necessarily a bad thing to have a small income. We don't want to lose our non-profit status.

Mindy – The other thing that I'm noticing is that some things that don't look like they were pulled out of the spring conference. Like the luncheon on Sat. is a general meeting. It is not supposed to be charged to conference, but to the membership dues. That could be at least a couple thousand dollars, if not more, that are incorrectly categorized.

Brendan – did we find out what our bank balance is?

Denise – about \$39,000

Barbara T – Our total overall income for the year, not just for the conference, is the \$1077. That includes website, webinars, etc.

Brendan – I think that it would be useful to look at years past and see if this is a new low point in terms of revenue from the conference. We should, make it a point to at least make our money back.

Barbara S – Historically, there have been conferences that have cost a great deal more. There have been times when board members have had to dig into their own pockets.

Brendan – We are a business. One of the things we should get under control is how much we spend.

Barbara S – We are a non-profit organization. Generally our conference makes money. This year location was an issue. If we don't make money consistently, then we would need to look at it closer.

Brendan – You're right, we are a non-profit organization, but we are business women. It should be a goal going forward that our conferences make money. We should consider date, location, number of members, and all factors in order to make that happen.

Denise – We didn't owe money for unused rooms in Omaha, which was almost the case in Portland.

Janet – I'm looking at past treasurer reports and there is at least a 30% deficit each time in 2008, 2009, 2010. Since we have so much money, we're not looking to make money

Mindy – Please mute phones when you're not talking. Another thing typically not included as a conference expense is the cocktail party, which is considered a gift back to membership. It shouldn't/doesn't get included in the cost of the conference.

There have been decisions to put money into perks, such as marketing, etc. Our goal is not to make money, but to break even and provide additional resources to the membership. Cost of conference vs. income is not the concern. It's about breaking even. Sometimes the 30% is the costs that were not pulled out...luncheon, cocktail party, etc. Also, the hotel might have rules or guidelines. For example, if you don't order adequate banquet, they might charge more for rooms. Also, this past year was the first year it was decided to pay even member speakers a stipend. Unfortunately, this added expense occurred at time when the attendance was also low.

Denise – We'll table acceptance of reports until we talk to Cheryl.

HCEC – Denise

HCEC notes 2011 ASHA

CPT code 92605 – revised eval for nonsp generating face to face timed, 1st hr

92618 – each additional 30 min.

CMS has no dollar amount assigned – said it is a bundled code – should use speech generating code

96110 – revised code; dev. testing, dev. Screening – limited – NOT reimbursable

96111 – revised code; dev testing – standardized instrumental eval with report is reimbursable

92508 – group therapy code; CMS said in fee schedule, **4 people in a group, not 3**

ASHA randomized survey of 400+ slp's; 66% said **3 in a group**

At presentation to medicare refinement panel, the panel accepted ASHA's information for 3 in a group. CMS DID NOT change it, despite panel's recommendation. SO, HCEC recommended 4 in a group; if 3 in group, you will lose \$

Dec. Leader article will deal with reimbursement

Videostroboscopy = Jan 1 ruling was "needed personal supervision". At the end of June, this was reversed to no supervision. "slp's evaluation of functional use". We are not diagnosing pathology. State rules may have different ruling – Georgia, NJ and PA have different rules.

There may also be issues with ability to use anesthetic.

Educational modules will be updated in 2012 = see the links to these modules on our webpage

Medicaid – subcommittee of HCEC is being formed. This is the #1 payor in country. At the September meeting, the subcommittee was discussed – 5 members on committee; best practices being developed.

Medicare Fee schedule 2012 = reduction by 27% in fee schedule, but predicting possible 2% reduction.

SLP 92507 – 2011 rates \$82.22

With reduction 2012 rates \$54.28

If intervention from congress, will be \$74.75

Practice expense is out and professional work value is included. This will result in reduction of 25% over 4 year period. By 2014, all codes should be ok with the practice expense/work value revision

Reimbursement will be based on outcomes and will be a team approach. ASHA Board of Directors approved a summit for next year on the changing landscape of reimbursement. This will affect education of slps/audiologists.

ICD10 coming up

Previous attempts to bring codes to CMS were put on hold because of CMS's attitudes. ASHA is trying to work on evaluation codes. Procedures must be unique and distinct.

Four eval codes are being drafted. HCEC believe literature backs up these codes; **may do more than one eval at a time to help with the lengthy evals and limited reimbursement levels.** Will have vignettes to review and submit to HCEC

*Evaluation of language comprehension and expression

*Evaluation of speech production

*Evaluation of stuttering/fluency

*Evaluation of vocal Quality

PT and OT are moving away from timed codes

CEU Report: Robert and Denise

ASHA Continuing Education Administrator Report

For the period 4/19/11 to 10/15/11, the following courses were processed for AAPPSPA or AAPPSPA members in order to receive ASHA CEUs:

#1013 – CSLOT

#1014 – SpeechPlus

#1015 – AAPPSPA, Nelson webinar

#1016 – Princeton Speech-Language-Learning Center

#1017 – CSLOT

#1018 AAPPSPA, asynchronous Nelson webinar

#1019 – AAPPSPA, Newhouse webinar

#1020 – AAPPSPA, asynchronous Newhouse webinar

Due to an over-abundance of work responsibilities, family responsibilities and person health reasons, I requested that a replacement be found for this CE Administrator position. Several people were approached, but they decided that the position was too much work for them to take on with the addition of the AAPPSPA webinars. Denise Dougherty agreed to take on the position in the beginning of October 2011. She officially became AAPPSPA's ASHA CE Administrator by mid-October, and I mailed her all of the records.

I'm happy that I was able to help AAPPSPA and its members.

Respectfully submitted,

Roberta Kornfield
11/3/2011

Denise – Thank you, Roberta, on behalf of the board for all of your work.

Denise – CEU report

#1021 – Janet Krebs’s live webinar and #1022 – Janet Krebs’s recorded webinar have been sent to ASHA for approval of ceu’s. Janet’s live webinar is scheduled to be held Dec 14 between 7 and 9 pm eastern time for .2 ceu’s. 28 participants were in Dr. Nelson’s live webinar. I believe 2 completed the recorded version.

We had a problem with our first webinar – it was not submitted for partial credit. However, when Roberta reviewed the log in/log out times, there were individuals who did not attend the full 120 minutes, which means they would not receive the .2 ceu’s. Roberta was able to work with ASHA to allow partial credit. One instance, a member logged in for only 8 of the 120 minutes and completed the survey as if they attended the complete webinar. Our computer system generates a full report of name, log in and log out time. If we are audited and found to have awarded .2 ceu’s to someone who did not attend all 120 minutes, we put our organization in jeopardy of losing the ability to provide ceu’s. From that point on, all webinars are only offered for full credit, not partial. If a participant is not logged in from the beginning of the webinar through the completion of the question/answer session (120 minutes), they are unable to receive credit.

Exhibits - Ken Anderson

The exhibit was shipped to ASHA for display. Two of the magnetic strips are missing, but Ken was able to assemble the exhibit without any issues. However, to ship this exhibit one way is approximately \$180. The extra table required to display this exhibit is another \$193. To ship the exhibit back to Ken is another \$180. We were able to save shipping costs after ASHA – the display went back to my office. Since the Business Institute was in Maryland, and I staffed the table, we were able to save the shipping costs. Mindy took the exhibit back to her office after ASHA and we were able to save the shipping costs again.

Ken has suggested that we look at replacing the exhibit. There are very lightweight exhibits that would be inexpensive to ship – there is a floor stand and the display is pulled up, like a window shade. These are light weight and could be easily transported. I am looking into the cost to replace our current exhibit with perhaps two of the light weight units that don’t require a table to display.

Denise - Once the cost is determined, the information will be presented to the board. I will ask Jeanine to help design it using money from unused pro-rated consults.

Vendors - Barbara Taylor

No report as yet – will be receiving the information from Eileen following her return from ASHA

Parliamentarian - Barbara Samuels

No report

Membership - Renee Matlock

Denise - *The last figures I received for membership was 325. However, Renee is processing 16 more applications this weekend. **This is the most applications received in 5 weeks time EVER!!** At the board meeting in May 2011, membership was 302. If all 16 applications are approved, that will take our membership up to 341. This is an increase of 39 members in the past 6 months.*

Honors - Mindy

No report at this time

By-laws - Niki

No report at this time

Nominations - Janet Krebs

These nominations are for terms beginning or continuing Spring 2012

The following members are proposed for a second term on the board:

Brendan O'Conner Webster (2015-2nd term)

Jen Malone Priest (2015-2nd term)

The following members continue their terms as specified:

Allyson Weinstein (2013-2nd term)

Eileen Devaney (2013-1st term)

Barbara Taylor (2013-1st term) – replace Anita

Cheryl Campbell (2014 – 2nd term)

Roberta Kornfield (2014 – 2nd term)

Laura Riesler (2014 – 2nd term)

Vicki Bourne (2014 – 1st term)

Niki Stagias-Couliandis (2014 – 1st term)

The following members are stepping down as they complete their second term on the board:

Denise Dougherty (2012-2nd term)

Laurie Botstein (2012-2nd term)

Thank you for your hard work!

The following members are being nominated for vacant board positions:

Elyse Fishkin (2015-1st term) – replace Landria

Ellen Moss (2015-1st term)

Leslie Smith (2015-1st term)

Claudia Ellis (2015-1st term)

Proposed Executive Board:

Eileen Devaney – President
Claudia Ellis - Vice President
Jen Malone Priest – Secretary
Cheryl Campbell – Treasurer

Respectfully submitted,
Janet M. Krebs, Past-President

Nominating Committee: Barbara Samuels, Mindy Newhouse, Janet Krebs (Chair)

Denise – I e-mailed the nominations

Janet – Barbara and I have been trying to figure out terms that people have. The nominations need to be reconsidered. We technically should have 4 new positions coming onto the board, but if we do then we have too many board members. I'll working on figuring it out.

Denise – Okay. We'll table it for now.

Publicity - Vicki Bourne

No report at this time

Website - Janet Krebs

AAPPSPA Fall 2011 Website Report

We have a few new features on the website. AAPPSPA is now on Facebook and Twitter. If you search it out on FB you can like or share. I have not tweeted so I have no idea how that is going. We have sent out membership renewal notices and actually received at least one renewal this weekend.

The listserv has presented with a few challenges lately where members have breached etiquette and when they have been reprimanded privately, other members have complained to me thinking we have done nothing about it. When they have been reprimanded publicly, they are offended and one even quit. So I would like the board to guide me on handling these matters.

Respectfully submitted,
Janet M. Krebs, Web Chair

Barbara T – I feel that if you reprimand publicly, you will lose the member.

Roberta – I agree

??– I agree too

Janet – So, should I only privately reprimand those that breach etiquette?

?Barbara S? – I suggest you reprimand the member privately. Then inform the listserv that something has happened and that it has been dealt with, without naming specific infractions or names.

Many agreements. No disagreements.

OLD BUSINESS

- **Sale of Conference Handouts** – after requests from members, the board agreed to allow members who could not attend the conference an opportunity to purchase the handouts. After speaking with our attorney, Kelly, she felt although the presentations were written for our conference, we really needed to have each speaker give us permission to sell their presentation. This took some time and delayed the process, but with the exception of one speaker, all agreed. One speaker refused to allow us to sell their presentation and a second agreed to a link to his website for members to purchase his presentation. Revenues generated from the handouts were \$3,210.00. Members were provided a link and the materials were only available for approximately one month. Based on the revenue generated, it was a success. This year, the sale of handouts was written into the contract prepared by Kelly:
 - By submitting materials in accordance with the terms of this Agreement, you authorize AAPPSPA to duplicate and distribute these materials in print and other formats as part of the AAPPSPA Business Institute and Conference, with no royalty or further payment to you. You further acknowledge and agree to AAPPSPA's use of your name, likeness, and/or biographic information in connection with your presentation at the AAPPSPA Business Institute and Conference, including any publicity or advertising.

Denise - To my knowledge, only one speaker has refused to give permission to sell the handouts for the 2012 conference. Eileen and I made an executive decision to let them speak anyway, but would like to discuss this with the board for future presenters in "New Business".

Brendan – Back to the cost of the spring conference...I would think that this \$3200 in revenue would be considered an asset and could be applied to the spring conference vs. general income.

Barbara S – *That makes sense because that income would never have been generated without speakers at the conference.*

Brendan – *It will make this last year look better.*

- **Discounted Journal Subscriptions:** Dysphagia Journal – we were able to obtain a discounted rate for the dysphagia journal of \$100. Members who wish to subscribe are to email me and I pass on the information to Springer, the publishing company.
- **Webinars:** It is important we utilize the time we have with iLinc, to put together a library of archived webinars for members/nonmembers to utilize. Three were scheduled to date - October, November and December. AAPPSPA invested in the technology and should put it to use. These webinars will generate income for one year if not peer reviewed, and for 3 years, if they are peer reviewed. The president (until May 2012, the vp) and ce administrator collaborate on a slate of speakers/topics for webinars in 2012. Nadine has put together the process for the webinars – based on what worked/didn't work in preparing for the initial webinar. It breaks down Nadine's responsibilities and mine as ce administrator.

Live Webinars

Denise schedules webinar, sends headphones to presenter, schedules training session with presenter

- Create webinar session in iLinc
- Create webinar description pages:
 - 1) AAPPSPA members
 - 2) non members
- Create webinar products in store for live webinar:
 - 1) member fee
 - 2) non member fee
- Create webinar purchase forms:
 - 1) AAPPSPA members
 - 2) non members
- Add PowerPoint to webinar session in iLinc
- Upload ASHA CE participant form to AAPPSPA server
- Create Certificate of Participation and upload to server
- Create survey session in iLinc
- Add link to Certificate of Participation to last page of survey
- Edit [Live Webinar Invitation Email](#) to add:
 - PowerPoint links

- Create post webinar instructions page
- [Edit Live Webinar Follow-up Email](#) to add:
 - Post Webinar Instructions page link
 - PowerPoint link
- Add to Live Webinar Follow-up email
- Add to Live Webinar Follow-up email
- Create presenter training session in iLinc

Before Live Webinar

Log in to session 30 minutes prior for additional testing

During Live Webinar:

Turn on mics for Denise and presenter

Start recording at 7:00 pm

Denise welcomes participants, informs them to expect a follow-up email with links to mandatory survey and ASHA CE Participation form due within one week after webinar date

Denise introduces presenter

Presenter takes questions 10 minutes before end of webinar

Stop recording at 9:00 pm.

- After Live Webinar:
 - send session attendance report to Denise

Recorded Webinars

- Create webinar products in store for recorded webinar:
 - 1) member fee
 - 2) non member fee
- Create recorded webinar session in iLinc
- Edit [Recorded Webinar Invitation Email](#) to add:
 - Content links
 - Link to Test session
 - ASHA CE Form link
- Create recorded webinar description pages:
 - 1) AAPPSPA members
 - 2) non members
- Create recorded webinar purchase forms:
 - 1) AAPPSPA members
 - 2) non members
- Create form for test with questions presenter has provided
- Create the test session for recorded webinar in iLinc

- Forward iLinc notices of submitted tests to Denise
- Certificate is sent to participants after tests are checked

Denise - Peer review process is required to keep the webinars for more than one year. I would suggest those who serve as peer reviewers for our webinars, have the registration fee for the webinar waived.

Brendan – I move that we make the course free to the peer reviewer

Roberta- I second

Unanimously approved

Nadine also posed a question today after our run through with Mindy:

“Denise,

I have a question. You registered/paid for the last webinar, which surprised me a little because I assumed (incorrectly) that you would be able to get CE credit because you are the leader and wouldn't need to register. Should I add you as a participant so that you can do the opening/closing or are you going to register for this one as well?

Thanks,Nadine”

Denise - This raises the question: should the ce administrator, who is there to introduce and conclude the webinar, as well as monitor the process, pay for the webinars?

Brendan – If it's free for the peer reviewers it should be free for the ce administrator.

Roberta – Knowing how much work is going into this, I think that would be a nice way to show we appreciate it.

Brendan – How do we determine who the peer reviewer is?

Denise – We will look for members who have stronger skills in the specific subject area.

Roberta – I believe peer reviewers have to be reviewed by ASHA.

Denise - I know we have to send qualifications, but I don't know if it's before or after the review is completed.

Barbara S - It seems to me that the ce administrator and peer reviewer should

receive credit without charge. I think the peer reviewer should be approved before they review the course.

Denise – *We will double check this with ASHA.*

Barbara S – *It would be foolhardy to peer review the course before approval. Then if they are not approved, their fee would be comped for no reason.*

Denise – *Right. We will check with ASHA.*

Brendan – *I move that we provide free registration for CE administrator*

Roberta – *Seconded*

Unanimously approved

- Outsourcing of work for ce administrator: In previous board meetings, we have discussed paying for support to assist in this process of ce administrator. With webinars, the work for the ce administrator is more involved. Each webinar, whether live or recorded, is a separate application process. Each webinar has to have the asha forms copied, ce administrator completes each form with the appropriate ceu's earned, forms must be alphabetized prior to sending them to asha, a form needs to be completed by the ce administrator for each webinar in addition to the ce forms, and each recorded webinar has to have the forms sent in quarterly. Certificates of completion must be emailed to participants. I will be using staff support for this and will be submitting invoices for the time spent - \$15 per hour.

Motion to pay for support services for the ce administrator?

Brendan – *It was already hard before the webinars came in. I think we could spend a lot of time on it, which is why I turned it down.*

Roberta – *It's not only that, but keeping track of all the different time frames for the forms... a lot of balls to juggle.*

Barbara Taylor - *Motion for to pay for support service for the ce administrator at \$15 / hour*

Allyson - *Seconded*

Unanimously approved

NEW BUSINESS

I would like board discussion on another issue with our conferences, speakers and sale of handouts. Last year, one speaker refused to give us permission to use their materials and distribute to members who could not attend. This year, our attorney

built that into the contract. I have heard one speaker refused to give permission. Eileen and I made an executive decision to allow this person to refuse and keep them as a speaker.

If we allow this in the future, the speakers then dictate how the process works, rather than the organization. If you present for ASHA, they own the presentation. I would like the board to discuss and decide policy - if a potential speaker refuses permission, do we say that is our policy and we look for another speaker - or allow the speaker to refuse and pay them to present without the option of bundling their presentation into our handouts?

Denise - *One speaker in 2012, will be allowed to speak but not give us access to copy / sell their handouts. What would the board like to do going forward?*

Brendan – *I think it is something that we want to continue to offer as an option.*

Barbara S – *I would question the appropriateness of allowing a speaker to opt out. Then we're not truly selling handouts for the **whole** the conference.*

Janet – *In my experience, it seems very standard. When I present for ASHA, they own the entire handout as submitted and can do what they please with it.*

Denise – *Should we table this for next time we meet?*

Agreement in general.

?Barbara S? - *Were these individuals who refused to allow us to use their handouts members or nonmembers?*

Denise – *Members.*

Denise - *Membership chair, Renee, puts in hours of her time to review applications for membership. I would like the board to consider the following – waive the conference registration fee for the membership chair each year as payment for the time spent on behalf of AAPPSPA.*

Brendan – *I love Renee. I have no problem with this, except that it sets a precedent for all folks on the board.*

Barbara S - *I understand your concern, however, there are only a couple positions: membership chair, ceu chair, and presidency that require the extra hours of work.*

??? - *And vice-president*

??? - And treasurer.

Barbara S - No, not treasurer. Most of that work is outsourced to support staff who are paid for their time.

Brendan – We should talk about this across the board.

Barbara S - Unless and until we are paying for outside help, those positions require a tremendous amount of effort and the holders of those chairs should have their registration comped

Mindy – In the past, there has always been a stipend for certain expenses....printing, postage, postcards, etc. However, it ends up being a working weekend for the membership chair. There are several positions that require a lot of work. Some people put forth more effort than others. There are a few people that are shouldering a lot of responsibility right now. As past president, I think that we need to look at that in general.

Barbara S - It would seem based on the conversation that this should be a specific decision, year-to year, based on individuals putting forth effort above and beyond. The motion can be specifically for 2012 spring conference. The membership chair will have the registration fee comped.

Brendan – What about the vice president?

Janet – The program chair does not currently pay for the conference.

Barbara S - The program chair is not always the vice president.

Janet – But in this case, she is.

Brendan – I would be happy to work on this if we table it now. I think we should look at these responsibilities. I’m a little concerned about the year-by-year determination. It’s subjective criteria: “above and beyond”

Barbara S - There’s a tremendous difference of someone going above and beyond and the level of work involved in specific positions. Some may put out a few hours a month. For the membership chair it is many hours a week.

Brendan – Then we can discuss this personally as it relates to Renee.

Barbara S - In the future, there may be a paid person to do it.

Brendan – A motion for unpaid positions that should be.....

Barbara S - It should be year-to-year because there is no way of determining at this point which positions will require a great amount of detail work. For example, in the past we had a position of Editor of the bulletin, which is no longer a position. Membership Chair at this point requires a great deal of work.

Brendan - So the motion would be to consider granting a conference fee waiver to board members.....

Barbara S - on an ad hoc basis.....

Brendan - ...to be reviewed annually. I agree it shouldn't be specific to positions.

Mindy – What I'm wondering is if we can announce at our winter board meetings who will get a complimentary registration each year. It could be offered once as an extension of the rewards. Also, what if Renee can't go this year and attend the conference?

Barbara S - I would be opposed to setting up a set number of comps. Sometimes there might be no occasion to comp anyone or to comp more than allowable amount.

Denise – How do we want to word this?

Barbara S - We should just do this on a case by case basis.

Denise – Someone to make that motion?

Eileen – Motion to comp the fee for the spring conference for Renee this spring considering how many new members we have this year.

Allyson - Second
Unanimously approved

Denise - Roberta Kornfield has spent time as ce administrator, taking on the additional work of the webinars. I would like the board to consider the following – waive the conference registration fee for Roberta to attend the 2012 conference for the time spent on behalf of AAPPSPA.

Eileen – Motion to comp the registration fee for conference for all her [Roberta's] work with ce administration

Allyson - Seconded

Unanimously approved

Denise - *Any other new business?*

No responses.

Meeting adjourned – 7:21pm Eastern

ADDENDUM

This updated nomination report was submitted to the board on 11/30/11. Cheryl Campbell moved to accept the report and Barbara Taylor seconded the motion to accept the report.

AAPPSPA Nomination Report for Fall, 2011 Board Meeting, Nov 27, 2011
These nominations are for terms beginning or continuing Spring, 2012

The following members are proposed for a second term on the board

Brendan O'Conner Webster (2015-2nd term)
Jen Malone Priest (2015-2nd term)

The following members continue their terms as specified

Allyson Weinstein (2013-2nd term)
Eileen Devaney (2013-1st term)
Barbara Taylor (2013-1st term) – replace Anita
Niki Stagias-Couliandis (2013 – 1st term)
Cheryl Campbell (2014 – 2nd term)
Roberta Kornfield (2014 – 2nd term)
Vicki Bourne (2014 – 1st term)

The following members are stepping down as they complete their second term on the board:

Denise Dougherty (2012-2nd term)
Laurie Botstein (2012-2nd term)

Thank you for your hard work!

The following members are being nominated for vacant board positions:

Elyse Fishkin (2014-1st term) – replace Laura
Leslie Smith (2015-1st term)
Claudia Ellis (2015-1st term)

Proposed Executive Board:

Eileen Devaney – President
Claudia Ellis - Vice President
Jen Malone Priest – Secretary
Cheryl Campbell – Treasurer

Respectfully submitted,
Janet M. Krebs, Past-President

Nominating Committee: Barbara Samuels, Mindy Newhouse, Janet Krebs (Chair)

These nominations were presented to the board and membership for voting on 12/11/11 and the final vote was calculated on 12/14/11. All nominees were approved.

BOARD MEETING NOTES CORRECTION

On 12/1/11, Laurie Botstein, requested a correction to the notes from the 11/27/11 board meeting:

Laurie stated in an e-mail: *“Barbara Samuels made the statement that the Vice President did not need to be the program chair. In Article VI, section 8, it states : The Vice President shall serve as Program Chairperson”*

Per the notes from the meeting, Barbara Samuels said, *“The program chair is not always the vice president.”*

On 12/1/11, Barbara clarified, *“If those were my words, I misspoke. The vice president is the program chair. That does not mean that the vice president must chair the spring conference. The vice president is responsible for overseeing all AAPPSPA programs but not for directly running them.”*