

NHSLHA Board Meeting  
9/9/2014

PRESENT: Todd, Cass, Barbara, Carolyn, Erin, June, Melissa, Gina

- 1 Conference: We've got the room that holds 185 people. We are at about 33 – includes Board members. Todd has gotten a few calls re: our date conflicting with Rosh Hoshana.

Still to do: 1) we need to have outcome forms for each speaker (an ASHA thing). Gina will take care of doing this. 2) all the slides were sent by Gina to Todd who forwarded them to M. They need to be changed to PDF format and Todd doesn't know how to do this. Cass will ask his brother about this. Cass will let Todd and Gina know what she finds out. We'd like to post them to our website a week before the 26<sup>th</sup>. Everbrite will send a reminder to people who are registered and Erin will remind people that they should check our website for handouts and that none will be available on the day in paper format. 3) Erin will print certificates close to the date. Jared ends at 3:30 pm. Once the ed part is done the certificates should be available to participants. 4) Todd will prepare the business meeting portion. Vicki thinks we should mention our concerns about the viability of our organization. 5) Todd will introduce Patty and Cass can introduce Jared.

Registration starts at 7:15 am. Erin will be there at 6:30 along with Todd and Melissa. There will be two tables to set up. The conference begins at 8:00 am. Erin will call to check to see if the building is open – she'll speak with Sam (Gina's contact person at SNU).

The speaker agreements were not filled out this time but that paper is really just for us. Cass and Erin took care of everything necessary to secure our speakers and venue. ASHA has already approved us so we are all set there.

Gina wonders about contacting the Concord Monitor, Union Leader, Laconia Citizen, Nashua Telegraph, Keene Sentinel, Monadnock Ledger and the Valley News to let them know about the conference. She will contact Annie re: a press release for this. Include info. from the brochure and an invitation to parents/families to come.

The Dining Center is the name of the building. Banquet Hall #1 is the room where it is being held. Erin will include this in the info. she puts onto the Everbrite site. There will be signs for us starting at the entrance to SNHU. Gina said that there will also be a greeter at the entrance to the building.

If this event doesn't fill to the numbers we need, we will be talking about where we go from here. Our funding is very low and we need to keep an eye on our viability. Erin and Vicki suggest that we begin planning our

conferences farther in advance. ASHA renewal is due in Nov. and our continuing education administrator fee is due soon as well. This topic will be on our agenda for our Oct. meeting. Please think about this between now and then and be prepared to share your vision/plan.

2. Carolyn gave an update on our finances. We have \$3298.97 in our account. \$2805.95 is in our Everbrite account for this conference. We owe Patty \$1200 for her presentation. We owe \$325 to SNU and the cost for coffee and such which is done per person.

3. Melissa will contact Ruth Peaper at UNH re: a Tuesday that she can go to UNH prior to the Motor Speech class to give a talk about NHLHA. Gina gave Melissa Ruth's number.

NEXT MEETING: Oct. 21, 2014 at HealthSouth at 6:00 pm. Please note this is the third Tues. of the month, not the second.

Minutes taken by June Adinah