

NH Speech Language Hearing Association  
July 8, 2014

Present: Erin, Todd, Cass, Gina, June, Cara, Melissa (Mercer), Cara, Carolyn, Annie

1. Last month's minutes: all voted in favor of passing last month's meeting minutes.
2. Carolyn created an EXCELL sheet with our finances on it. We started the year with \$3676.65 and at the end of July we have approximately \$3810. There is \$700 that was deposited under "fees" that Carolyn isn't sure about the origins of. Erin and Todd thought it was from ads on the website and our CEU administration work that Todd does. Vicki deposited this in March and Carolyn will get in touch with her to ask the origin of this. We also had a \$40 donation. We pay a lot of fees (i.e. for our lobbyist, for CSAP, for our CEUs). Todd suggests we talk about all these fees at our Oct. meeting and look at it as a group. Our debit card was used in March for the NH Brain Injury group's CEUs – they paid us and then we paid ASHA. \$14.99 went to our domain name. The website has cost us roughly \$300 this year.
3. Speaker / Conference in Sept.

Gina drew up this timeline for the day:

- 7:15-8:00 registration
- 8-9 am keynote
- 9-9:15 break
- 9:15-12:15 Patty Prelock
- 12:15-1:30 lunch on your own
- 1:30-3:30 Jared Skowron
- 3:30-4:00 Annual meeting

This will yield 6 CEUs.

Both speakers are confirmed and Gina has their bios and course outline/learning objectives. Patty's keynote talk with objectives, bio. and presentation info. is also in Gina's possession. Erin will handle the disclosure paperwork for Jared. It goes to Todd who will review the papers and hold them. Gina gave Todd Patty's paperwork and gave Erin Jared's contact info. She also gave Cara info. for the brochure. Cara will need to speak with Todd re: what needs to go onto the brochure re: the disclosures (ASHA requires this).

Setting for the conference: Gina presented many options that she had researched and a general conversation ensued. We decided that Southern NH University in Manchester is our first choice. They have a room that holds up to 181 people for \$500 / \$150 for audio-visual / \$400 for coffee and tea. They also have a room that holds 325 people for \$1000. They require us to carry our own liability insurance – Gina will contact them to get the details of this. Without the insurance, our facility costs would be \$1050 if we get the room that holds 181. Patty charges \$1250; Jared is not charging us and thus

we'd like to give him a \$250 gift certificate in appreciation. Our brochure will be sent out via email and people can print some out if they'd like. We will also be paying Erin for her time and she assists us greatly with preparing for and on the day of the conference. Our expenses would be \$2900.00 or so. If we charge \$149 per attendee and have 181 attendees, we would be making good money on this.

Gina asked if we have considered getting a sponsor for the conference. We had a brief discussion about this. While there are benefits to sponsorship, we decided to not pursue this. Carolyn suggested we consider simple sponsorship on the brochure. Again, the group felt that we'll keep things simple and focus upon the conference itself.

DECISION: SNHU for 325 people with round tables set up banquet-style (7 people voted for this, 1 against).

Board members discussed contacts each person will make for the conference from the list we brainstormed last month. We will email these contacts with the date (9/26), location (SNHU) and speakers – Patty Prelock will present “Best Practices to Support Social Communication In Children With ASD” and Jared Skowron will present “Natural Bio-Medical Interventions for ASD” and tell them the brochure will follow with all the details.

\*\* We need to activate Eventbrite before we send out the brochure so folks can pay through that. Erin has the information for Eventbrite and Vicki did this for us last year. Gina will set up a new user name because our old one used Vicki's NCC email address and she just retired from NCC.

4. Our checking acct. is at Citizens Bank and it is only occasionally present throughout NH. TD Bank has many locations and is the bank Erin and Carolyn use. There was a motion that we move our account to TD Bank and this was seconded and the motion carried with a vote.
5. Todd nominated Annie for VP of Public Relations and this was seconded. The full board passed this. Melissa will help out with PR as well.
6. Next meeting: second Tuesday in August (8/12) at 6:00 pm at HealthSouth.

Minutes taken by June Adinah