

NHSLHA Executive Board Meeting
Minutes May 13, 2013

Present: Cass Chapman, Vicki Chesterly, Gina England, Christopher Boothby, Todd Butler, Erin Fortier, Laura Darling, Cathy Tsiros, June Adinah

- I. Carmen House, clinical manager for speech services at Boothby Therapy joined via the web – she might be interested in assisting us, via her connection with Boothby, with ASHA CEUs. Vicki spoke with her on her computer and introduced the board members at 6:40 pm.
- II. No minutes were taken at the last meeting but Vicki passed around her personal notes and attached it in an email.
 - there were no officers' reports today
 - Cass asked about the question Vicki posed re: schools paying for conferences as well as membership. When membership dues are combined in a "deal" with conference fees, then people are able to actually get their employers to pay for both the conference and their annual membership. We haven't yet solidified the month for memberships to begin/end if we switch from having rolling memberships.
- III. Cathy Tsiros discussed what is involved in managing ASHA CEUs (she's done it since 2002)! We pay ASHA \$550/year to register our own courses for free. If not, we'd pay \$250 to ASHA for each course. We charge our folks who register \$150 dollars. We make about \$1000/year with this set-up. Cathy thinks it still makes sense for us to do this with ASHA. She handed out five copies of the paperwork you need to fill in to register a course. Our provider Code is AAEQ. Cathy assigns the course number based upon what happened previously (we just did the 212th course). We have a 15 day deadline to get paperwork in. She uses the brochure we develop for a conference to fill in the Course Description and uses PAST TENSE TO describe what people learned. Registry subject codes for providers (use your password for ASHA) are listed on the ASHA website. Content code was 9010 for our last one. Look for the one that fits. Instructional Level was P for intermediate for our last conference. Cathy makes the decision of instructional level based upon ASHA's website. She said the website is great and walks you right through the process. The disclosure forms do not need to be sent to ASHA as long the disclosure statement is printed in our brochure as the last sentence of the presenter's bio. We have to get the disclosure forms filled in and signed but the person who handles our CEUs can hold onto them as long as it is printed in the bio. We need to hang onto these in case we get audited. Course design – she always includes info. re: self-assessment. She reviewed the Planning and Instructional Personnel section. Cathy did not contact speakers, the conference planners have historically done that. Cathy had an "administrator" at ASHA and she spoke with her regularly

and found her to be extremely helpful. Contact is mainly via email although phone calls are ok too.

We send in this paperwork and the brochure we have printed. You count minutes minus the breaks. The person who is the NHSLHA CEU point person has to fill this paperwork out and sign it. It has to be someone who is a licensed SLP. She thinks she spends 3-4 hours on this per event. She thinks it may be easier and quicker to do it all online (she does not). She feels that the bulk of the legwork is to get the paperwork from the presenters (Cathy did not do this for us, Board members did it).

Once Cathy gets the brochure, she checks it over and suggests changes (good to get a draft brochure). She fills out the paperwork. Conference happens, she checks the sign up sheet for those that want CEUs for the ASHA registry that folks can pay for. She cross-references the sign in/out sheet with the bubble sheets. She sends ASHA the bubble forms for ASHA CEUs and the ASHA Activity Report Form after the conference is done.

She reviewed an example of a Brain Injury conference's paperwork that was sent to her (she does their conference paperwork for ASHA). It would be a very comprehensive model to go by.

ASHA then sends Cathy back a list of names of folks that signed in for ASHA to register their CEUs. You have to look it over and submit a roster of corrections if you have any and that needs to be done by a deadline. Cathy makes sure that if people fill in the bubble sheet but their name isn't on the list (meaning they might have forgotten to sign in/out or we might have lost their paperwork, or they forgot to turn in the paperwork), she then calls them to check if they were there. If someone doesn't sign out, she assumes they simply forgot. Remember, we don't give out our certificates of attendance until late in the day. If someone leaves early and asks for the certificate, then we change the number of contact hours for CEUs. If the numbers don't gel, she calls people. You then just file that paperwork. This generated a short discussion about how we control the handing out of certificates of completion of the conference. There was some talk of taking tighter control of it but in the end we decided that we are all professionals, and that it is best for us to assume that people attending our events will act as professionals and not try to get credit for the whole conference if they leave early.

You can split the sign in sheet and the sign out sheet into two. That way, folks can't "sign out" when they first get there. Laura suggested we print out an alphabetical listing of those who use the ASHA CEU registry and have people sign in and out next to their name.

We do this as a convenience for our members and so that we don't have to pay out more money for our conferences. We are the only independent CEU provider for ASHA in the state. If we didn't do this then we'd have to pay someone else to process our ASHA CEUs.

So the question is, do we have anyone who is interested in taking this on that is on the Board? Carmen, through Christopher, may be interested but needs to decide. Gina wonders if we should have 2-3 people share the responsibilities of the process... Todd then agreed to do it and work with Erin for a year on it. He will then reassess how it feels. We all voted in favor of this!! Thanks to Todd and Erin. Cathy will mentor the two of them through the first one.

Cathy recently sent in the form to be the CEU person so that we wouldn't lose our ability to do this. We will need to fill out the paperwork to change the contact person to Todd.

IV Cathy has not heard anything re: the five year review for maintaining ASHA provider status. She will contact them re: this given that we'll be changing the name of who is coordinating this on our end.

V The WEBSITE. Todd has been looking at Crimson Designs in NH. He thinks we should check out their website and some of the ones that they've designed. He wants us to think about what our new website should look like and include. Please send your info. to Todd. He feels their work looks really good. Prices they quoted to Todd: home page is \$250, \$100 per page after that, \$18 per month to maintain it (limited hours per month). They'll set up Wordpress so one of us can make small changes. So, we could get a new website without spending a huge amount of money. This is one of the three things we decided to focus upon so please take the time to look at their work. Vicki has quite a lot of content she can send to Todd for the website.

Gina wondered if a number of Board people could maintain separate sections on the website after we've had it revamped and running for a half year or so. Erin wonders if we have a member of NHSLHA out there who has web design experience and who would want to help us with this.

VI NEXT Meeting: Wednesday, June 12th, 6:30 pm at Granite Ledges (Gina said that HealthSouth is not available until the Fall).

THANK YOU TO CATHY FOR BEING OUR CEU GO-TO PERSON FOR 11 (count them), 11 years!!!!!!!!!!!!!!!!!!!!!! We so appreciate all your work for NHSLHA.

The meeting ended at 8:05 pm.

Notes taken by June Adinah