

NHSLHA Board Meeting 1/23/12

Present: Vicki, June, Christopher, Heather, Erin, Laura

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| 1. Treasurer's report: | Current Balance | \$805 |
| | Outstanding expenses | checks and deposit slips |

IRS Issue: The main problem was that the 2009 & 2010 tax forms were not filed within the time frame allowed by extensions & further extensions were not filed.

This problem was compounded by the reversal of two digits in our PO Box # (an error made by our accountant), so NHSLHA did not receive notices from the IRS about the penalties owed.

A letter has been faxed to the IRS asking them to waive the penalties.
Submitted by Vicki Chesterley, Treasurer

2. A couple of members complained to our organization about the purple paper that we had to fill in for licensure renewal – they thought it was hard to read the copy they made from the purple paper. Vicki sympathized with them. We will not be making a formal complaint about this to the NH State Licensure Department.

3. Roxanne has resigned as VP of Membership. She can't make it to meetings because of her work schedule. Thank you Roxanne for your hard work as a NHSLHA Board member.

4. Legislative Information: The Demers Group sends us info. on Legislative activity. Vicki will be looking into what our financial obligation is to them.

5. Vicki met with the president and president elect of the Vt. SLHA. They would be interested in a merger. They have ~ 100 members. We have ~ 120 members. Both states have many more SLPs in their state that aren't members but are potential workshop attendees. Vt. Is not a CEU provider but we are.

-Christopher suggested an enticement: if you bring in a member, you knock off \$10 from your membership.

-Reciprocal membership - we'd like to change things so that if you are a member of one state's organization, you'd get membership rates to conferences in the other.

-The Vt SLHA will put together a survey of their members regarding the prospect of joining with NH.

Patty Prelock is from VT and will be their keynote speaker 5/3 or 5/10/2013.

Shelly Bennerman is head of UVM Comm. Disorders Dept. and is a member of the VTSLHA now.

6. NHSLHA Spring Conference is 3/16/12. The title is "Managing the Unmanageable"! Christopher mentioned that is the same day of the NH SpEd Conference. The Mass. SLHA is having their conference in April.

Speakers:

1. Deborah Dixon from ASHA is keynote speaker – best practices and ethics will be what we want her to discuss in the morning and RTI in the afternoon. She will be the only paid speaker (travel/lodging).

Other speakers will get to attend the rest of the conference for no money.

2. Ruth Peaper from UNH will speak on supervising.

3. Judith Mikami has been asked to speak on swallowing issues. She has not yet confirmed.

4. Marsha Bagley, preschool coordinator for Nashua Public Schools will speak on collaboration between SLPs and preschool teachers.

5. Cam McGurk has been asked to speak about the 3:1 system. She can't make it that day but has offered to ask other people she works with who might be able to fill her shoes.

6. Christopher has offered that Rob Saltzman will talk about iPad use in therapy sessions along with video clips. We hope that he will be able to speak in the am and the pm.

- Conference scheduling: A) we should have a brief membership meeting and we need to make changes to our constitution. Vicki will ask membership to vote on approving this. B) will give Ruth Peaper an award C) we need to set up the flow of the conference D) what will we do about lunch – Amherst street has many options and we could have people order in the morning, pay by credit card and then two Board members could each go out to two different places to get what has been ordered (Great Harvest Bread Co., Panera were mentioned as options). June will look into how these two places could work. We would also offer that folks can bring their own lunch.
- We discussed everyone being together for the keynote address and then whether or not we repeat am and pm smaller sessions. Christopher suggested we ask the keynote speaker do 1 hour total. It could be 45 min.s of talk & 15 min.s of question/answer. We would like to ask her to speak in the afternoon in a breakout session. We would then offer 2 things in the morning after the keynote and then 2-3 things in the afternoon.
- Business meeting: we should do it in the morning – will make it short and do award for Ruth, then keynote speaker. Next, two breakouts.
- Vicki's survey results will be put onto a poster board.
- We'll have tea and coffee and breakfast snacks available at registration time. We'd like to get a sponsor to foot the bill for this in exchange for being mentioned on the website/program.

THE PROPOSED CONFERENCE:

- 7:30 – 8:30 registration and visit vendors and a bite to eat
- 8:30 – 9:00 business meeting and award (surprise)

- 9:00 – 10:00 Keynote speaker
- 10:00-10:30 break and visit vendors
- 10:30-11:25 breakout session (2 presentors?)
- 11:30 – 12:25 breakout session (“ “ ?)
- 12:30 – 1:30 LUNCH and visit vendors
- 1:35 – 2:30 breakout sessions (2-3 presentors if Deborah does another one?)
- 2:35 – 3:30 breakout sessions (2 presentors?)

- 3:45 – 4:45 Grand Finale sponsored by Boothby. Get your CEUs at this event.

We will need to have a sign-in sheet in each room for breakout session attendees. Heather suggested we have a printout of who pre-registered and what sessions they’ve picked and that a Board member check at the door as people come in. We would hand write names of those who register and pay at the door. Vicki has offered her students a free conference if they volunteer to help.

Hampton Inn has offered rooms for \$89/night for conference attendees.

Christopher and a few board members will take Deborah Dixson out to dinner the night before the conference.

VENDORS: we will focus on work-related vendors. Informal survey of SLPs by Vicki found people don’t have interest in other types of vendors being there. We think \$250 dollars for a table is reasonable. Heather will be contacting vendors and asking them for their interest in this, ask them to pay up front, send the checks to Erin.

RAFFLE: June will donate a felted item. We could solicit other donated items.

SPONSORS: ask them to donate morning food / if we could have alcohol there, Christopher would supply “happy hour” beverages or a chocolate fountain or grand dessert buffet at the end. Christopher has generously offered \$1000 dollars to sponsor this conference. Christopher wants 2 tables with preferential location, preferred placement in program, mention in program as primary sponsor, would like to be recognized at the welcome , to have posting of sponsorship on our website, and mention of being the sponsor of the finale. We agreed to this! We’d like to get Demers group to be a sponsor (Vicki will connect with them). Heather will be contacting Progressus, EBS, Passy-Muir, Moose Medical, etc. to be sponsors and/or vendors. Vicki will email Heather a more complete list. MARCH 1st will be the deadline for vendor/sponsors to sign on and pay.

OTHER TABLES: Vicki would like to see HR Dept.s from the NH, VT, and MASS. schools there to advertise for help. Christopher suggests we send out something alerting them to this fact and telling them how important/good it would be to be

there. He has email addresses for schools all over the state, and VT and Mass as well and is willing to share this with us.

We need to thank Nashua Community College for letting us use their space.

Erin will be in contact with Vicki re: keynote speaker agreement paperwork.

COST of conference: Our plan is to make this conference reasonable for attendees and for vendors. We want to re-establish our standing as a viable and excellent source for attaining CEU's and as a good place for Vendors to network. So for attendees who are members it'll be: \$99.00. Christopher says we should consider offering membership along with the fee! We lose nothing and the next year we'd hope they would renew at the regular fee. If you sign up the day of, then it'll be \$175.00 including membership. Between early registration and the day of, it'll be \$120.00 including membership. For current members, paying the fee will renew their membership for the next year.

Christopher will take on the flyer for this and it will be done via email, on our website and on the Vt. Association website. Christopher has all the SpEd directors emails. He will send the info. to Erin. He feels it is essential that folks can sign up and pay via the website. Vicki will connect with our website man, Edward, about setting this up.

PROGRAM: we should mention/thank Edward for maintaining our website. We should thank NCC for letting us use their space.

Ask speakers to give us their handouts online ahead of time – secure the site until the day of the conference and then have it available there (Googledocs is an option). This will avoid the expense of printing out handouts (we don't have the \$ to do this at this time anyway).

NEXT MEETING: February 6th, Monday at NCC at 4:30.
Minutes taken by June Adinah, secretary