

NHSLHA Executive Board Meeting  
February 8, 2017  
Minutes

**Members present:** Anne Doyle, Mary Carbonneau, Erin Fortier, Gina England, Vicki Chesterley, Jon Clancy, Bernadette Quinn, Keri Miloro

**Absent:** Bridget Powers, Melissa Mercer, Sophie Merrill, Jennifer Klingensmith, Lisa Minahan

President Anne Doyle called the meeting to order at 6:00 pm.

The minutes from the past two meetings were approved on a motion by Vicki Chesterley and seconded by Bernadette Quinn.

### **Reports**

**Treasury Report:** Treasurer Jon Clancy reported that there are not sufficient funds to make the next payment to the Demers Group, which is due before the conference. Vicki will contact Demers to ask for an extension until after the conference.

**Membership:** 1. Erin will send a renewal reminder to all current members. (Completed.)  
2. Annie contacted ASHA for assistance with our recruiting efforts and will participate in a conference call with ASHA within the next two weeks.

**Public Relations:** Website has been updated, newsletter done.

**Legislative Report:** VP of Governmental Affairs Vicki Chesterley sent an update to the Board on recent legislative activities just prior to the meeting. Members will send comments to Vicki, then Melissa will post update on website.

**Professional Development:** Conference planning continues (see below).

### **Conference Publicity**

The conference has been listed on a website that is available to public school employees. Jon asked about sending out paper copies of the brochure to special education directors, but the cost is considerable and special ed directors have access to that website. Jon will send e-mail announcements to special ed directors (addresses available from [http://www.education.nh.gov/instruction/special\\_ed/documents/special-education-contacts.pdf](http://www.education.nh.gov/instruction/special_ed/documents/special-education-contacts.pdf)).

ASHA will send e-mail blast to all certified SLPs in NH before the conference.

Melissa Mercer, VP of PR: Publications has posted the conference brochure on the NHSLHA website.

Erin has sent the brochure to all NHSLHA members.

### **Vendors/ Vendor Tables**

Keri had made a major effort to recruit vendors but has not received many responses. The vendors that have signed up are Brookes Publishing, Thera-Pro, TIMS, possibly Gourmet Puréed, NH Hard of Hearing and Relay, and Boothby Therapy Services. Chewy Tubes is sending items to give away or raffle.

The price for two days was not made clear to vendors, so we will stay at \$250 for both days.

### **Discounts for vendor table pricing**

Early Bird Discount: 20% off regular price if payment and application are received by Feb. 20, after March 2 payment would be considered late.

Non-profit or one-day pricing: \$125.

### **Discounted hotel rate**

Available until Feb. 20. Erin to send reminder to membership (completed).

### **Used Therapy Materials**

In order to profit from donations of used therapy materials, Gina suggested a “penny sale” or raffle. Tickets will be sold and attendees can put the tickets in containers in front of the items they want. Prices for tickets were not discussed. Who would set up the table and sell the raffle tickets was not discussed.

### **Swag**

There was considerable discussion about what we would give to attendees. Annie suggested reusable tote or shopping bags and will follow up with peachespeachie.com. Vicki suggested magnetic clips but the one that was on sale is now out of stock. Cost is the main factor in making a decision.

### **Signage**

It was felt that outdoor signage was not needed for this venue, but may be needed in the future. Corrugated plastic signs with an arrow that stick in the ground are available at Staples (and other vendors) for less than \$10.

### **Other Conference Information**

The NHSLHA Annual Meeting will be held at lunch time on Thursday.

Annie will bring a printer to the conference.

Erin will e-mail speakers to send slides/handouts by March 2.

There was discussion, but no resolution on where to post the handouts prior to the conference.

Putting them on the website makes them available to anyone, which we do not want.

Annie will bring an Instagram frame for attendees to take photos.

### **Regular Business**

Newsletter: Colleague recognition (let’s highlight someone to get the ball rolling): Vicki sent suggestions to group prior to the meeting. Time did not allow a discussion at the meeting, so additional information was sent out. Melissa replied with the suggestion that we highlight the SLP who was nominated by another SLP, Keri agreed. Possible interview questions were also sent out, no comments as yet.

Website: (not discussed) Status of section where members could comment on opposing viewpoints in newsletter, members only section, store: tee shirts, NHSLHA merchandise.

### **New Business**

Keri’s UNH visit: discussion deferred.

Printer: The NHSLHA printer has stopped working; Erin will research and purchase a new one with a cost limit of \$125.

Go to Meeting: If another on-line meeting is needed, Annie will purchase a monthly membership in GoToMeeting and cancel the membership after the meeting

### **Action Items**

1. Jon will check with Manchester and Nashua Public Schools to see if they want tables at the conference.
2. Melissa will send out the newsletter.
3. Board needs to determine prices for tickets for raffles.
4. Board needs to decide where to post handouts.
5. Erin will e-mail speakers to send slides/handouts by March 2.

6. Erin will research printers and make a purchase prior to the conference so she can print the materials needed for the conference.
7. Volunteers need to be assigned specific tasks, including selling the raffle tickets and managing the raffle table. Sophie has offered to help with early set-up both days.
8. Keri will contact Lisa to see if Usborne books wants a vendor table for one day.
9. Vicki will e-mail Demers to ask that our next payment come after the conference.
10. Vicki will check with Jean Rubé-Rainier about a lunch table for SLPA supervisors.
11. A conference booklet will be needed. This was not discussed at the meeting.
12. Having a NHSLHA membership recruiting table has been discussed in the past, but was not brought up at this meeting. If we decide to have a recruiting table, we need to decide if we need a person who will be present at the table, who that person will be and when they will be present.

The next Board meeting is scheduled for March 14, 2017.

Respectfully submitted by Vicki Chesterley