

CTABA Member Meeting Agenda

Date: May 21, 2013

Attendance

Attended Executive Council Members	Absent Executive Council Members	Other Persons in Attendance
Solandy Forte (<i>President</i>) Elizabeth Nulty (<i>Past President</i>) Mark Palmieri (<i>President Elect</i>) Megham Brahm (<i>Secretary</i>) Kristine Marino (<i>Applied Rep</i>) James Diller (<i>Experimental Rep</i>) Melissa Saunders (<i>Member at Large</i>) Katelyn Cormier (<i>Student Rep</i>)	Steve Woolf	

Committee Chairs

Conference	Mark Palmieri and Liz Nulty	Legislative	Missy Olive & Liz Nulty
Membership	Kristine Marino	Technology	James Diller and Mark Palmieri
Organizational Members/Sponsorship	Melissa Saunders	Student Support	Kate Cormier
Publicity & Advertising	Meghan B. & Kate Cormier		

Committee Meeting

- I. New proposed responsibility
 - a. Sergeant at Arms (President Elect): Implementation of Roberts Rules.
Mark reported on Robert's rules. Gave print out of rules that are applicable to our needs and used in high frequency (see CTABA binder for print out). Discussed main motion script, motion to amend, motion to suspend and motions for other commonly used scripts. Mark motioned that we being implementation of Robert's rules, James second, Solandy opened for discussion- **APPROVED**. Question raised regarding allowing members in attendance to be able to speak for a prescribed amount of time. Solandy suggested two minutes. Mark motioned to suspend the rule on members not being able to speak during EC voting, Solandy second- **APPROVED**
Solandy motioned the following script on voting

- EC opens vote
- Vote is seconded
- Opened for discussion to EC
- Opened for discussion to members present, Mark to time member's. Max allowance 2 minutes
- Mark seconded. Solandy opened to discussion. All in favor- **APPROVED**

II. Financial Report

- a. Taxes (May 15th deadline)- see below
- b. Paypal account- Steve to check the paypal account and have monies transferred into bank account. Mark and James set up a payments@ctaba.org email address. There are incentives in paypal for non-profits in terms of discounts. Ask Steve to contact attorney and get an update in terms of where we stand and get a possible timeline for approval.

Report from Steve Woolf-

At this point there is only \$2016 in the CTABA account. I have detailed and attached all of the expenses and deposits from January 2013 to current (see CTABA notes). Solandy reports that this does not yet include the moneys collected from the supervision course that people have already begun signing up for.

I have also submitted the CTABA 2012 taxes to our accountant in early April. He filed an extension with the IRS and plans to complete the submission before June 1st.

We are still waiting for State of Connecticut to correct the CTABA incorporation papers the IRS rejected. The CTABA 501c3 Lawyer sent the state in the incorporation corrections back in March. At this point, the state has yet to attend to the corrections (which is fairly common delay). As soon as the State corrects the incorporation papers, the IRS will approve the 501c3 application.

In the event I can attend tonight's meeting, I will advocate that the conference registration fees be increased to \$145.00 for members and \$75.00 for students. We cannot operate this association with less than an operating budget of \$5000.

III. Supervision course

- a. BACB 8 hour course on supervision- 11 people registered. Solandy not sure how many for each date but will find out. Send out another email by Friday.
 - i. Any other updates?
Mark reported that the supervision course is set and ready to go.

IV. Conference 2014

- a. Review of details for 10th Annual conference- Mark and Liz worked with the Omni in terms of food, went and did a walk through to determine set up. No major changes from last meeting.
 - i. Invited speakers status- all speakers have been sent a letter that they attend the conference. Our interest, motivations, typical attendance, etc.
Jane Brown- possible, need to check with Liz

Jim Loomis- confirmed
James Partington available but not confirmed
Currently looking for information regarding accommodations.

- ii. Save the date and advertisement on web
Need a save the date to go out. Send June 14th.

iii. Other info. to share

Talk about 2015 group at the June or July meeting- Next meeting item. If anyone has ideas for speakers send names to Liz or Mark for review.

Steve suggested increasing the conference fee to \$145 members and \$ 75 for students. Mark as proxy for Steve's recommendations. Solandy seconded and opened for discussion. Solandy larger concern with student price increase than the membership. Worried students will not be able to attend if the rate is that high. Student attendance is very important. Solandy suggested that price stay at \$75. Steve stated that "We cannot operate this association with less than an operating budget of \$5000." Kristine reported that data from the membership survey suggest that members would like to see an increase in workshops and a decrease in conference fee. Solandy reported that in previous years we have been fine with the profit from the conference as priced. Variables this year in terms of setbacks have been increased yearly expenses recently, applying for non-profit, and liability Insurance.

This would be the 3rd year we did not increase the price of. James motioned that we table this discussion until Steve is here. Mark seconded. Solandy opened for discussion to EC- no discussion. Opened to members, no discussion. All in favor **APPROVED**.

V. ABAI

- a. Poster status and plans- Meghan has printed poster and will be bringing it to ABAI.
- b. \$\$\$ for wine to Meghan- wine is shipped and waiting at the hotel

VI. Fall workshop

- a. Parent speaker identified- speaker confirmed, Jennifer Weitz. Liz to get syllabus and bio out then we can advertise. John M. requested but cannot speak. Going to be held at St. Joseph.

VII. Secretary position???

Meghan leaving . Solandy moved to appoint the runner up from the last vote to replace Meghan. Seconded. Opened to EC- Felicia Morgan is the runner up. Kristine asked if there were anything in the by-laws or Robert's rules saying we should do anything differently. There is not. Opened to members- members agree. If Felicia declines, there is a third runner up. Mark motioned to amended the motion to ask Felicia, then if she says yes approve her. Solandy seconded. Discussion-"great idea." Members discussion- no. **APPROVED**. Any further discussion- should we check that the runner up(s) received votes. All in favor or asking Felicia- **APPROVED**

Kristine motioned that we add the membership survey review to the agenda James seconded this.- **APPROVED**

41 Respondents. Primary concerns- 52% unsure of what member benefits are. Suggestions were to add benefits to welcome letter, alter benefits listed on the website. Kristine to go over what member benefits say now. Melissa to do the same with organizational members. SEE CTABA BINDER FOR FULL RESULTS.

We have been more responsive in terms of sharing information with members which was a concern presented in the membership survey results. We have also increased legislative information to members. Posting committee information on the website? Solandy and Liz talked about having committee meetings for members to attend, meet the chairs and giving more information to members. Plan for another survey to go out in January.

Job posting link to be added to website. Booth information for organizational members to be added to application. Melissa drafted an email to go out to all members to discuss sponsorship and organizational membership. Melissa to add St. Joes as sponsor to letter. Melissa to send letter to Solandy to review once reviewed email will go out. To be sent week after ABAI June 6th. Melissa to call ABA agencies around the state to introduce us.

*Mark and James to add membership@ctaba.org to send organizational and member emails from.

*When sending an email to Solandy for review make sure to CC Liz and Mark

Solandy moved to add item to agenda relating to CE's for LCSW SLP. Mark seconded. Opened to EC- no. opened to Members- no. All in favor- **APPROVED**. Solandy researched the information to become a provider of CE's for SLP and LCSW. CE's for SPECED no longer required. LCSW appears to be easy. We seem to already meet requirements, guidelines are almost the same as BACB. SLP have many more requirements. Solandy asked Kristine for help. Kristine to look into other states to see if this is something they have done this. Need to research cost and extend discussion further.

VI. Open Member Time for Questions/Suggestions/Ideas for Executive Council
Student cost-

- Would limit students coming and would limit student's access to field.
- Should send email blast to members in terms of benefits in response to survey results.
- Org. membership runs from conference to conference.
- If charging for workshops, we should have invited speakers
- Is John M. on CTABA paperwork?
- Rational for invited speakers surrounds discussion in trying to get parents to attend conference.
- Need to have discussions regarding content of speakers that are not so ABA focused.
- Look at schedule to ensure there is a balance in CE distribution.
- Look into advertising to parents more efficiently- add to timeline
- Send committee email before meeting? Hoping the "meet and greet" will take care of that

NEXT MEETING: June 18th

Time:

6-8 P.M.

Location:

Beacon Services