

**ASLP-IC Special Joint
Finance Committee Meeting Minutes
November 7, 2024**

Teleconference

12:00 PM – 1:00 PM

Register at: [Meeting Registration - Zoom](#)

12:00 PM – 12:05 PM	Welcome/Call to Order/Roll Call	Chair
12:05 PM – 12:10 PM	Review and Adopt Agenda*	Chair
	Review and Adopt Minutes* ASLP-IC-Finance-Committee-Meeting-Minutes-May-9th-2024.pdf	
12:10 PM – 12:20 PM	Approval of budget reconciliation for expenses not incurred in accordance with funding MOU*	Chair Compact Counsel Interim ED
12:20 PM – 12:30 PM	Review of funds owed to ASHA for expenses incurred for interim ED services by CSG	Chair Compact Counsel Interim ED
12:30 PM – 12:35 PM	Update on approval of authorize.net for data system credit card processing services*	Chair Compact Counsel S. Adams
12:35 – 12:55 PM	Discussion and Approval of Administrative Fee recommendation to Executive Committee*	Chair Compact Counsel Interim ED
12:55 PM – 1:00 PM	Adjourn*	Chair

* Indicates agenda item requires Finance Committee vote

Welcome/Call to Order

- B. Fairfax called the meeting to order at 12:11 PM ET.

Roll Call

- K. Buckhout called roll.

Delegates Present

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Chair: Brenda Fairfax (NC)
Claire Covert-ByBee (NE) ex-officio
Denise Brown (NC)
Leticia White-Minnis (MO)

Finance Committee Delegates Absent

Jolie Jones (LA)
Carrie Mills (TN)

Legal Counsel Present

Nahale Kalfas

Others Present

Keith Buckhout (CSG)
Susan Adams (ASHA)

Review and Adoption of Agenda

- B. Fairfax asked for a motion to adopt the agenda.
- **Motion:** D. Brown moved that the agenda be adopted. L. White-Minnis seconded the motion. All Delegates voted in favor and the motion carried.

Review and Adoption of Minutes

- B. Fairfax asked for a motion to adopt the May 9, 2024, Finance Committee meeting minutes.
- **Motion:** L. White-Minnis moved that the minutes be adopted as amended. D. Brown seconded that motion. All Delegates voted in favor and the motion carried.

Approval of budget reconciliation for expenses not incurred in accordance with funding MOU

- B. Fairfax asked for a motion to adopt the budget reconciliation.
- **Motion:** L. White-Minnis moved to approve the budget reconciliation. D. Brown seconded that motion. All Delegates voted in favor and the motion carried.

Review of funds owed to ASHA for expenses incurred for interim ED services by CSG

- B. Fairfax shared that ASHA had been covering the expenses for the interim executive director.

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- C. Covert-ByBee shared that the ASLP-IC Commission in entering into an agreement with CSG to provide interim executive director services until a permanent executive director is hired.

Update on approval of authorize.net for data system credit card processing services

- B. Fairfax shared that a credit card processing vendor for the data system. Authorize.net was chosen as the vendor. They have a 1.5% transaction fee, which is the lowest available.
- N. Kalfas indicated that the Counseling Compact and the OT Compact have already approved authorize.net as their vendor. Inspiring Apps has familiarity with that app. The Executive Committee has already adopted authorize.net as the vendor.
- **Motion:** L. White-Minnis moved to ratify the Executive Committee vote to accept authorize.net as the credit card vendor. D. Brown seconded that motion. All Delegates voted in favor and the motion carried.

Discussion and Approval of Administrative Fee recommendation to Executive Committee

- B. Fairfax shared the recommendation of administrative fee for compact privilege to practice as \$50.
- D. Brown asked about the differing renewal cycles for states. C. Covert-ByBee shared that the privilege is based on the renewal cycle for the home state license. The majority of states renew every 2 years, although some renew annually or triennially.
- **Motion:** L. White-Minnis moved that the administrative fee recommendation of \$50 be sent to the Executive Committee. D. Brown seconded that motion. All Delegates voted in favor and the motion carried.

Adjourn*

- B. Fairfax asked if there is any other business to share. Seeing none, she asked for a motion to adjourn the Finance Committee meeting.
- **Motion:** L. White-Minnis moved to adjourn the meeting. D. Brown seconded the motion. All Delegates voted in favor and the motion carried.
- B. Fairfax adjourned the meeting at 12:55 PM ET.