CAPCSD Board of Directors  
GoToMeeting Minutes Approved  
Friday, August 2, 2019

**Board of Directors Present:** Ann Eddins (*President*); Lisa Lucks Mendel (*Past-President*); Carol Dudding (*President Elect*); Jennifer Simpson (*VP for Strategic Initiatives*); Katie Strong (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*); Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Elaine Mormer (*VP for Clinical Education Resource Development*);  

**Board of Directors and Staff Not Present:** Vikram Dayalu (*VP for Academic Affairs & Research Education*); Lisa Scott (*VP for Professional Development*); Ned Campbell (*Director of Meetings & Continuing Education*)  

**CAPCSD Staff Present:** Deborah Ortiz (*Executive Director*); Megan Woods (*Director of Centralized Admissions*)  

**Meeting Start:** August 2, 2019 at 2:00pm  
**Meeting End:** August 2, 2019 at 2:30pm

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I. **President – Eddins**  
   a. Introduction and asked to have Katie Strong discuss the current budget

II. **Budget Discussion – Strong**  
   a. Update - Discussion continued after the July F2F meeting when some had to leave. There were some areas of the budget that had not been added to the budget.  
      i. Strategies for decreasing the budget were discussed and resulted in $15,000 into reserves and almost $5,000 profit  

   b. **Ongoing Discussion - Eddins**  
      i. Pros/Cons Discussion of the proposed changes  
         1. Concerns about eliminating the banquet  
            a. No significant concerns were observed and no negative impact in requirement for the food budget with the hotel.

   c. Motion to approve budget changes as outlined made and seconded. 8-0-0

III. Conference calls for fall are almost ready to be scheduled. Those will be shared shortly. – Eddins

IV. Recommendation for the Policies and Procedures (P&P) to not include specific dates and specific details to limit the frequency for changes. – Dudding

Respectfully submitted,  

Jayne Brandel