

**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

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