

**CAPCSD Board of Directors
GoToMeeting Minutes Approved
October 20, 2020**

Board of Directors Present: Carol Dudding (*President*); Ann Eddins (*Past-President*); Michael Bamdad (*President Elect*); Elaine Mormer (*VP for Clinical Education Resource Development*); Kathy Shapley (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*); Jayne Brandel (*Secretary*); Tricia Montgomery (*VP for Program Resource Development*); Mark DeRuiter (*Ad Hoc VP for Professional Development*); Jennifer Simpson (*VP for Strategic Initiatives*)

Board of Directors Not Present: Vikram Dayalu (*VP for Academic Affairs & Research Education*)

CAPCSD Staff Present: Deborah Ortiz (*Executive Director*); Ned Campbell (*Director of Meetings & Continuing Education*); Megan Woods (*Director of Centralized Admissions*)

Meeting Start: October 20, 2020 at 4:00pm **Meeting End:** October 20, 2020 at 5:50pm

I. President – Dudding

- a. Welcome.

II. VP Program Resource Development – Montgomery

- a. 2020 Conference Updates
 - i. Call for Papers is out and some applications are in.
 - ii. Speakers are being contacted.
 - iii. Jeff Buller is working on the virtual version of The Lisa Scott Leadership Academy. It will not be held during the week of the conference.

III. Secretary – Brandel

- a. Motion to approve Aug. 31 and Oct 5 minutes, seconded; Approved 10-0-0
- b. Committee Member Terms of Office need to be added to complete spreadsheet.
- c. Strategic Planning –
 - i. Options that are available:
 1. Hire an outside organization.
 2. Explore and facilitate the process internally.
 3. Utilize a member or CSD person with experience in strategic planning who could facilitate the process.
 - ii. Recommendation for a 2-year plan rather than traditional 3-5 year plan.
 - iii. Names of possible people as well as organizations should be sent to Jayne by November 13th.

IV. Staff Report – Ortiz, Campbell

- a. Drafted a virtual code of conduct that would be applied to all virtual events (e.g., eLearning courses, webinars, conference, etc.). This would be posted when people logon to activities.

- i. Motion to approve with Virtual Code of Conduct policy as edited in the Oct. 20 Board Meeting, seconded; Approved – 10-0-0
- b. Business Meeting/ASHA & Nov Meeting
 - i. Business Meeting – Recommendation was made to offer a recorded meeting with a PowerPoint presentation given by the President, followed by a request for comments/questions directed to CAPCSD Conversations. The target date is the week of November 16th. Board members should provide their slides and written report to Carol by Friday, November 13th.
 - ii. ASHA Meeting – This will be postponed. Decision about AAA meeting will be made at November meeting.
 - iii. The winter Face-to-Face board meeting will be held virtually.

V. President Elect – Bamdad

- a. By-Laws
 - i. Two additional changes were reviewed.
 - ii. Motion to approve the restated by-laws with revisions as reviewed by the Board, second; Passed 10-0-0

VI. Vice President of Strategic Initiatives – Simpson

- a. Tuesday Tips for CSDCAS posted on the CAPCSD Facebook page has gone over well.
- b. Membership Committee is preparing a survey to send out to membership programs. Follow-up interviews would be conducted with programs that represent different types of programs. Expected timeline for sending is early January.
- c. AuD 4th year working group –
 - i. Cost to manage something like this would be approximately \$100,000.
 - 1. Methods for different funding options such as University fees, student fees, sponsorships by sites were discussed.
 - ii. Commitment by Board to examine the feasibility and financial commitment for CAPCSD to sponsor the AuD 4th year placement as a benefit to member programs and a similar timeline will be implemented.

VII. Treasurer's Report - Shapley

- a. Update on Audit
 - i. The auditor has prepared their draft report for internal review. The review should be complete by the end of the week, after which time there will be some follow-up questions for CAPCSD and information provided on next steps.
- b. Requested movement of the budget approval process be moved to April to permit a smoother closure of the fiscal year.
- c. Discussion regarding the method for initiating an individual or group to assist with the budget and finances. The decision was made to wait until see the recommendation from the audit once an amount is shared about amount to move.

VIII. Past President – Eddins

- a. Honors and Awards Committee
 - i. Srikanta (Sri) Mishra (University of Texas – Rio Grande Valley) has agreed to join the Nominations and Awards Committee. Motion to approve him as a member, seconded; Passed 10-0-0.

- ii. Email announcement about Honors & Awards nominations was sent out this week. Nominations due by December 1, 2020.
- b. Nominations Committee
 - i. Email announcement went out this week for President-Elect and Secretary nominations – due by December 15, 2020.
 - ii. Eddins also noted that an email was received by the Committee Chair with questions from a group working toward greater diversity and inclusion in Board representation. All nominations are welcome for individuals from member programs and will be vetted by the committee.

IX. Vice President for Organizational Advancement – Taylor

- a. A Co-Chair for the Task Force Committee has been requested for Committee, Danai Fannin. Members nominated are Nidhi Mahendra, Teresa Girolamo, and Jamila Perry Harley. A motion to approve members, seconded. Passed 10-0-0
 - i. Motion to approve Kevin Dorman as a back-up for the committee, seconded. Passed 10-0-0
- b. Discussions with the attorney regarding the CSDCAS privacy policy are ongoing. CSDCAS applications are currently up 33% as compared to the same time last year. Programs are still enrolling for this cycle.

X. Vice President for Clinical Education Resource Development – Morner

- a. eLearning courses, Course 1 has been approved (all 5 modules). ASHA requires a 2 week wait period before it can be posted. The committee will work on verbiage to promote the re-launch.

XI. Vice President for Professional Development – DeRuiter

- a. Asynchronous webinars are coming out. One is approved by ASHA CEU division and one is submitted. Planning is continuing.
- b. Working with the conference planning committee to coordinate the topics and efforts for future offerings. We will likely schedule “Part 1 and 2” events around the virtual conference.

Respectfully submitted,

Jayne Brandel