

**CAPCSD Board of Directors  
GoToMeeting Minutes Approved  
Virtual F2F  
April 22-23, 2021**

**Board of Directors Present:** Carol Dudding (*President*); Ann Eddins (*Past-President*); Michael Bamdad (*President Elect*); Vikram Dayalu (*VP for Academic Affairs & Research Education*); Kathy Shapley (*Treasurer*); 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:** Elaine Morner (*VP for Clinical Education Resource Development*); Jennifer Taylor (*VP for Organizational Advancement*);

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

**Meeting Start:** 3:00 p.m., April 22, 2021  
11:00 am., April 23, 2021

**Meeting End:** 6:00 p.m. April 23, 2021  
3:30 p.m. April 23, 2021

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- I. President – Dudding**
  - a. Greetings
  - b. Praise and acknowledgements on success of virtual conference.
  
- II. Past-President - Eddins**
  - a. Election Results
  - b. New Board Member Orientation
  
- III. VP for Program Resource Development – Montgomery and Campbell**
  - a. 2021 Conference Updates and Outcomes
  - b. Request approval for 2 new CPC Members – 1 AuD & 1 SLP (Files in Dropbox)
    - i. Request approval to appoint Teresa Anthony (SLP) and Samantha Lewis (AuD) for 2022-2024 Conference Planning Committee Term; seconded: Approved 10-0-0
  - c. 2022 Conference
    - i. Conference should be in person next year in Portland.
    - ii. Working through the data gathered from the 2021 Conference related to conference size.
    - iii. There are questions about whether we should include a virtual component to the spring conference in 2022. Options could include recording during or after to post as webinars.
    - iv. Calculations are still being worked out related to cost of conference and plans for next year. Unclear what the committee will decide for next year live online and in-person vs. hybrid (recorded online and in-person) vs. in-person only.

**IV. VP Professional Development – DeRuiter**

- a. Webinars
  - i. Finishing the fiscal year with three more webinars.
    - 1. Clinic Director Workload session (80 participants signed up) – April 29<sup>th</sup>
    - 2. Working with You is Killing Me – May 5
    - 3. Working with Students (especially in clinic settings) Who Experience Bigotry (June TBA)
  - ii. Ad Hoc Distance Education Committee – Mark would like to discuss some ideas on how to incorporate the work of this group into the webinars, in conjunction with the conference planning committee.
  - iii. Plan for next year related to number of webinars is being developed.

**V. VP for Organizational Advancement – Taylor and Woods**

- a. CSDCAS & DEI
  - i. Applications are still incoming with 18% increase from last year
  - ii. 4 new programs that are currently onboarding.
  - iii. Another 6 programs are in the recruitment process.
    - 1. Some new programs have joined but not the same volume as last year.
  - iv. General information related to program onboarding:
    - 1. New programs typically take 5 hours per program on average but programs that are just starting take more time.
    - 2. 75 new designations been added since Megan began.
- b. Updates
  - i. New cycle has been launched.
  - ii. A webinar for configuration and cycle changes was held on April 28th
- c. 2021-2022 CSDCAS committee members
- d. Fee Waivers
  - i. These are based on the previous year's federal tax returns. So, this year was 2019 tax return. Next year's need may be higher because it will be based on 2020 tax returns.
  - ii. Options available are:
    - 1. Keep same amount as last year: \$25,000
    - 2. Go with amount that was budgeted at the end of this year: \$50,000
    - 3. Could have an open policy that anybody that qualifies would be waived.
  - iii. Motion to have a fee waiver amount of \$50,000 for the 2021-2022 application cycle. Second. Approved 10-0-0
- e. Applications for 2 new CSDCAS committee members are being reviewed. They will be sent out for an email vote.
- f. Felony and Misdemeanor
  - i. We will be removing the questions asking about conviction of a felony or misdemeanor from the core CSDCAS application and prohibiting it from being asked by a program in the Program Materials section of the application.

- ii. Some states (5) have recently passed laws prohibiting this type of question from being considered for an admissions decision. Liaison is working with their lawyers and will be requesting indemnification from question content on the applications.
- g. DEI
  - i. Considerations going forward for this committee and who should take this responsibility?
    - 1. Which VP would oversee the committee?
    - 2. Should it be a new VP?
  - ii. Budget
    - 1. A new budget will be needed in response to the duties that are outlined in this initiative (e.g., the DEI conference activity that needs to be developed).
  - iii. P&P/Bylaw changes will need to be updated by the next president-elect.

**VI. VP Academic Affairs and Research Education – Dayalu**

- a. Scholarship Awards
  - i. The process is completed. There was a 30% increase in applications (N=43) and required more reviewers. The committee is looking at the final rankings.
  - ii. Awards should be completed by next week.
  - iii. The information about the past recipients (last year) will be gathered via survey soon.
- b. IPE/IPP
  - i. Interest in blog is continuing to grow.
  - ii. Next meeting is going to work on activities related to IPE/IPP.
  - iii. There are 3 people rotating off. Looking for people on volunteer list to see who is interested in participating in IPP/IPE.
- c. Vikram will prepare information for programs about the PhD posting for recruiting PhD students.

**VII. JMS Staff Updates – Ortiz**

- a. Staff Updates
  - i. Volunteer list was recently updated with to include a number of new volunteer forms received. Individuals who have completed a form in the past, do not need to reapply.
  - ii. Update from JMS on budget and cost of different programs. Kathy or one of the Presidents will be contacting people for information related to costs and a justification for expenditures.
- b. The proposed Resolution on Racism was sent to program directors for a vote on May 12<sup>th</sup>.

**VIII. President-Elect – Bamdad**

- a. KU Resolution
  - i. Chair from the program at KU asked CAPCSD to review a resolution statement to consider joining the statement that is written. Motion to approve CAPCSD's support of the joint statement to Kansas Board of Regents: Second. Approved: 8-0-0 and 3 not present.
- b. April 15<sup>th</sup> deadline
  - i. This deadline only applies for fall admission and not programs that start in the summer.
  - ii. Some programs continue to have students make a decision before April 15.
- c. July meeting
  - i. Dates for the face-to-face/hybrid meeting were considered.
    - 1. Preferred date is July 11-13.
    - 2. Ideas for cities to hold the meeting should be sent to Mike.

## **IX. Treasurer – Shapley**

- a. Treasurer's report
  - i. Budget Status (Monthly information)
    - 1. Total Income: \$154,718.95
    - 2. Total Expense: \$54,296.78
    - 3. Net Income: \$100,322.17
  - ii. We have the Cadmium bill coming
  - iii. Other accounts
    - 1. Checking
    - 2. Savings
  - iv.
- b. Ad Hoc Financial Advisory Committee
  - i. Reviewed all the documents that were presented to CAPCSD Board.
  - ii. Looked at Fidelity investment account statements
  - iii. Board made following recommendations
    - 1. Concern: There is no formalized training for the Board of Directors for their responsibilities.
    - 2. Concern: At what point is the nonprofit status at risk for having too much money?
      - a. Recommendation that an accountant review in Alabama (state of LLC) review the bylaws and articles of incorporation. The committee should review the RFP before it goes out, review the proposals and make the recommendation for the selection for board approval to ensure transparency.
    - 3. Concern: The audit was a review and not a full audit.
      - a. Recommendation: The committee recommends a full audit be conducted. An RFP should go out for auditors of nonprofit groups. The committee should review the RFP before it goes

out, review the proposals and make the recommendation for the selection for board approval. This ensures transparency. Auditors should be identified and selected by the board not the management company.

4. Concern: The investment portfolio is not balanced and is mostly stocks. The investment statements should be reviewed by the committee monthly/quarterly and then committee will provide input to the treasurer to report to the board of directors.
  - a. Recommendation: The committee recommends adding a member at large with an expertise at large with an expertise in finance and non-profit. The committee is making a list of possibilities and will submit the list to the board for review/selection/vote.
5. Concern: The scope of work for the management company is growing and seems excessive. Why is it growing if the membership has minimal growth?
  - a. Recommendation: The committee recommends a policy for a contingency fund, after the audit is complete and the attorney has reviewed the articles of incorporation and bylaws.
6. Concern: The committee wants to know how the CAPCSD money is going back to grow programs.
  - a. Recommendation: No recommendation here but rather be mindful of this goal as we plan for the upcoming new year.
7. The committee recommends making the Financial Advisory Committee be a standing committee and updating the charge for their committee be the following:
  - a. Charge: Draft annual budget in alignment with the strategic plan and submit to the board of directors for approval; review the Association's fiscal policies and procedures; the Association's financial status and structure; make recommendations to the Board of Directors concerning fiscal policies and processes.
  - b. Roles:
    - i. Review RFPs for association management firm, investment manager, and auditor prior to release;
    - ii. Review responses to RFP and make recommendations to the Board of Directors;
    - iii. Review all association fiscal policies and procedures on a periodic basis, including policies associated with reserves, gifts, special initiatives, conflict of interest, travel and compensation of volunteers;

- iv. Review the annual budget and its relationship to the strategic plan and make recommendations prior to the Board of Directors' approval;
      - v. Review dues and CSDCAS fees annually and make recommendations to the Board of Directors.
    - c. 2021-2022 Budget Planning
      - i. Board members need to identify activities to be completed in 2021-2022 and the cost for each. Please send the proposed budgets to Kathy by May 15th.
- X. Joint Meeting with ASHA (1:00-2:00 p.m. EDT)**
  - a. See ASHA meeting minutes.
- XI. Vice President for Strategic Initiatives – Simpson**
  - a. AuD 4<sup>th</sup> Year Initiative (next steps)
    - i. Other meeting notes
    - ii. During a meeting with Liaison, they indicated that to establish a centralized place for the externship sites around 50 programs would need to participate.
  - b. Update on Membership Committee
- XII. Joint meeting with AAA (2:15-2:35 p.m. EDT)**
  - a. See AAA meeting minutes.
- XIII. Secretary – Brandel**
  - a. Member survey
    - i. This went out and is getting a good response rate.
  - b. Board dates for Strategic Planning
    - i. Review of the revised dates/activities and outline of the strategic planning process was provided to clarify what activities were completed when.
    - ii. A doodle poll will be sent to identify dates.
  - c. March minutes will for sent via email for approval.

Respectfully submitted,

Jayne Brandel