

**CAPCSD Board of Directors
GoToMeeting Approved Minutes
March 5, 2021**

Board of Directors Present: Carol Dudding (*President*); Michael Bamdad (*President Elect*); Vikram Dayalu (*VP for Academic Affairs & Research Education*); Elaine Mormer (*VP for Clinical Education Resource Development*); Jayne Brandel (*Secretary*); Tricia Montgomery (*VP for Program Resource Development*); Mark DeRuitter (*Ad Hoc VP for Professional Development*); Jennifer Simpson (*VP for Strategic Initiatives*); Kathy Shapley (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*)

Board of Directors Not Present: Ann Eddins (*Past-President*)

CAPCSD Staff Present: Deborah Ortiz (*Executive Director*); Ned Campbell (*Director of Meetings & Continuing Education*) and Megan Woods (*Director of Centralized Admissions*) joined after the Treasurer's Report.

Others Present:

Meeting Start: March 5, 2021 at 3:30 p.m. **Meeting End:** March 5, 2021 at 5:15 p.m.

I. President – Dudding

- a. Welcome
- b. Budgeting update
 - i. Presidents met with Josie to discuss ongoing monitoring of budget expenses related to overages and supplementals. Agreed that board would be notified prior to charges outside of budget.
 - ii. We will be receiving more detailed accounting of JMS charges as it relates to each initiative to better understand true costs of initiatives.

II. Treasurer's Report – Shapley

- a. Financial Planning Committee
 - i. Have scheduled a meeting for Tuesday, March 9th and plan to present information in April.
- b. Budget Status
 - i. Current Financials
 1. Total Income: \$486,902.67
 2. Total Expense: \$37,598.20
 3. Net Income: \$449,304.47
 - ii. Budget Perspective
 1. Expenses and income for FY 2018-19 and FY 2020-21 were shared to demonstrate how expenses compared.
 2. Expenses for the remainder of the year were reviewed. There may need to be some adjustments to programming without committed monies.
- c. Consideration for Conference

- i. Discussion about covering Board member registrations in lieu of travel to conference. Board travel was budgeted for \$55,000 and to date \$779.34 has been spent.
 - 1. Motion to reallocate Board travel funds to pay for 11 Board members' early-bird registration; second (Approved: 10-0-0)
- d. Strategic Planning
 - i. CAPCSD Fidelity Investment Account balance: \$939,159.29. The Ad Hoc Financial Advisory Committee recommended use of an outside strategic planning group and to utilize these monies for this purpose.
- e. Long-term financial commitments were shared.

III. JMS Staff Updates

- a. April 7 Business Meeting
 - i. Will be held like a webinar.
 - ii. Information needs to be in Dropbox by March 18th. Board responsibilities during the meeting:
 - 1. Presenters: Carol Dudding
 - 2. Moderators: Mark DeRuiter, Jenn Simpson
- b. ASHA and AAA Comp Reg
 - i. AAA appreciated the comp registration
 - ii. ASHA is looking into a reciprocal conference registration with CAPCSD.
- c. Volunteers
 - i. List is updated on an ongoing basis when a new form is received.

IV. Secretary – Brandel

- a. Approval of minutes (Feb. 2, 2021)
 - i. Motion to approve minutes from Feb. 2 2021, with edits, second: (Approved: 10-0-0)
- b. Online votes
 - i. Motion to adopt analytics (11-0-0)-this would be no one voted to adopt
 - ii. Motion to adopt a tiered fees increase (10-1-0)
- c. Strategic Planning proposals
 - i. Reviewed and discussed four proposals.
 - ii. Motion to approve the proposal from Association Options, second: (Approved: 10-0-0)

V. VP Program Resource Development – Montgomery & Campbell

- a. 2021 Virtual Conference updates
 - i. Registration is on target. Unclear what the final registration numbers will be given this is the first virtual conference.
 - ii. Encouraging the early-bird registration for an improved experience for the participants.

- iii. Speakers will upload their presentations by March 22nd. When the recorded session is offered at the conference, at least one speaker needs to be there to answer the questions. There are 2.2 possible CEUs for the conference.
 - 1. A large number of speakers have not yet responded. The committee will assist with contacting speakers.
- iv. Leadership Academy held its first session last week and two more will follow. Reviews have been positive.
- v. Sponsorships are down but those participating have increased their sponsorship level. This is typical because vendors are not transitioning to virtual in the same manner that participants are transitioning to this mode.

VI. VP for Organizational Advancement – Taylor

- a. CSDCAS Updates
 - i. Fees increase and Analytics decision has been shared with Liaison. Contact has requested CSDCAS reconsider this decision.
- b. Diversity, Equity, and Inclusion (DEI) Task Force met with the EAC group that submitted the DEI resolution and discussed issues of importance to the resolution: (1) Addition of an academy/training on how to infuse DEI into programs and (2) Development of a committee designated to DEI.
 - i. If this were to move forward, it would need to be moved into the responsibility of a different VP or Board member and should be included in Strategic Planning.
 - ii. Motion to approve EAC's edited resolution and send to the membership for a vote, seconded: Approved 10-0-0
- c. Motion to transition the DEI Task Force to the Diversity, Equity, and Inclusion (DEI) Committee, second: Approved 10-0-0

VII. Other items were tabled until the next meeting

Respectfully submitted:

Jayne Brandel, Secretary