

**CAPCSD Board of Directors  
GoToMeeting Minutes Approved  
June 18, 2021**

**Board of Directors Present:** Carol Dudding (*President*); Ann Eddins (*Past-President*); Michael Bamdad (*President Elect*); Vikram Dayalu (*VP for Academic Affairs & Research Education*); 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*).

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

**Meeting Start:** 3:30 p.m. ET

**Meeting End:** 5:00 p.m. ET

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**I. President – Dudding**

- a. Welcome and Updates

**II. Secretary – Brandel**

- a. Motion to approve the May 21, 2021 Board of Directors meeting minutes.  
Second. Passed 10-0-0
- b. The draft minutes for the joint meetings with ASHA and AAA were reviewed and are ready share with the respective groups for edits.

**III. Staff Report – Ortiz**

- a. Strategic Plan
  - i. The final PowerPoint presentation from the June 15<sup>th</sup> webinar is saved in Dropbox.
  - ii. The next webinar is Tuesday, June 29, 1:30-3:00 ET.
  - iii. The strategy development worksheet is due to Association Options on Wednesday, June 23.
  - iv. The final strategic planning document will be available for the July Face-to-Face meeting and reviewed with Association Options on Thursday, July 15<sup>th</sup>.
- b. July Meeting
  - i. Plans are coming along. Communication with the hotel has been slow but the rooming list is confirmed.
- c. Departing Board members
  - i. Jayne, Elaine, Ann, and Vikram will rotate off the board June 30<sup>th</sup>.

**IV. Treasurer’s Report - Shapley**

- a. 2021-2022 Budget Approval

- i. A draft budget was developed with the conference amounts pending. Decision was made to wait until the Conference Planning Committee meets next week to provide budget numbers. The incoming Board will review and approve the budget at the July Face-to-Face meeting.
  - b. Proposed policies were presented to the Board.
    - i. Policies that were reviewed:
      - 1. Gift Acceptance Policy
      - 2. Reserves Policy
      - 3. Whistle Blower Protection Policy
      - 4. Special Opportunities Fund
        - a. Fund that is set aside to help pay for special initiatives during a fiscal year when the budget has already been approved.
    - ii. These will be presented for Board approval at the July Face-to-Face meeting.

**V. Approval of Committee Members**

- a. Clinical Educator Resource Committee
  - i. The P&P indicates five members will serve on this committee and an exception was requested for there to be seven members due to the amount of work to be done this coming year.
  - ii. Motion to approve Andy Clare as Chair, and new committee members Wendy Chase, Anu Subramanian, Chizuko Tamai and Hannah Siburt. There was discussion about members serving on multiple committees, which will be reviewed when the Board next considers changes to the P&P. Second. Approved 11-0-0.
- b. IPE/IPP
  - i. Motion to appoint Grace Hao for a 2-year term. Second. Approved 11-0-0.
  - ii. Request to conduct a vote via email when an additional member is identified.
  - iii. The Chair will be selected by the new VP when the new committee is in place.
- c. Media Strategy
  - i. Motion to appoint Kelly Farquharson as Chair, and new committee members Reethee Antony (2-year term) and Stacie Greene (2-year term). Second. Approved 11-0-0.
- d. Other

**VI. Executive Session for JMS Annual Performance Evaluation**

Respectfully submitted,

Jayne Brandel