

**CAPCSD Board of Directors
GoToMeeting Minutes - Approved
Thursday, September 16, 2021**

Board of Directors Present: Carol Dudding (*Past-President*); Michael Bamdad (*President*); Jennifer Taylor (*President Elect*); Shubha Kashinath (*VP for Academic Affairs & Research Education*); Kevin McNamara (*VP for Clinical Education Resource Development*); Kathy Shapley (*Treasurer*); Rachel Theodore (*VP for Organizational Advancement*); JoAnne Cascia (*Secretary*); Mark DeRuiter (*Ad Hoc VP for Professional Development*); Jennifer Simpson (*VP for Strategic Initiatives*)

Board of Directors Not Present: Tricia Montgomery (*VP for Program Resource Development*)

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

Guest for DEI Academy Ad Hoc Committee Discussion: Maya Clark (*co-chair*)

- I. **President – Bamdad called the meeting to order at 3:00 pm EST.**
 - a. Welcomed those present
 - b. Bamdad moved to adopt consent agenda, Taylor seconded. Motion passed unanimously. **MOTION CARRIES**
 - c. Based on the online vote, the January Board Meeting will be in person. Date and location TBD.

- II. **Secretary – Cascia**

Cascia moved to approve the following, Shapley seconded. Motion passed unanimously. MOTION CARRIES

 - a. July 2021 Board meeting minutes
 - b. Whistleblower Policy
 - c. Gift Attendance Policy
 - d. Event Disclaimer
 - e. Vendor Webinar Opportunity
 - f. Vendor Webinar Agreement
 - g. Vendor Webinar Staff Support
 - h. DEI Committee Member- Jean Franco Rivera Perez
 - i. Honors and Awards Committee Member- Lynn Hewitt

The following items were approved by the Board of Directors using electronic voting:

- DEI Academy - Approved unanimously July 19, 2021.
- Clinical Education Resource Committee name change to Clinical Education and Ad Hoc Professional Development Committee name change to Online Professional Development - Approved unanimously July 23, 2021.

- DEI Academy Co-chair Appointments: Jayne Brandel and Maya Reynolds - Approved August 5, 2021.
- Scholarship Committee New Member Lynn Turkstra – Approved September 9, 2021.

III. President Elect- Taylor

- a. The bylaws are being updated and be shared with the board for input when it is available.

IV. Treasurer- Shapley

- a. Provided an update on finances for month ending August 2021:
 Fidelity: \$1,079,455.29
 Checking: \$205,082.59
 Savings: \$880,699.56
 Total Assets: \$2,165,237.56

V. Secretary- Cascia

- a. Strategic Plan Discussion
 - i. Goals, strategies, and performance measures were discussed
 - ii. Updates and edits are needed
 - iii. A Strategic Plan working group is recommended and will be created

VI. DEI Academy Committee Ad Hoc- Clark

- a. Maya Clark and Jayne Brandel will serve as co-chairs
- b. Reviewed the committee’s charge
- c. Will meet to lay out suggestions
- d. Important to create something that is free and virtual to increase accessibility
- e. Champions of DEI- will examine what models and content can be created
- f. Currently generating ideas to come up with the best possible format

VII. Past President- Dudding

- a. Provided update on Request for Proposals (RFP) for an Association Management Company
- b. Discussed the charge for a new Ad Hoc Committee for the RFP process
- c. Propose a five-member committee that includes a past president, a past treasurer, and two board members

VIII. VP of Organizational Advancement- Simpson

- a. Provided update on AUD Externships
- b. Anyone who is interested in meeting with Ian’s group or to join the call should contact Jennifer.
- c. Megan and Jenny will join
- d. Provided update from DEI Committee

- i. Initiative:
 - 1. Provide DEI training for our board
 - 2. Be consulted on any statements and bylaws
 - 3. Available to consult with committees
 - 4. Provide support to members- reading lists, advising, and mentoring programs

IX. VP of Admissions- Theodore and Woods

- a. Review website for open data initiative launch.
- b. Share on Facebook, Twitter, etc.
- c. CSDCAS has two new programs.
- d. Next week there is a webinar for students using CSDCAS.

X. VP of Professional Development

- a. No report.

XI. VP of Clinical Education- McNamara

- a. Reviewed ADA accessibility
- b. eLearning courses will be promoted to members via email and posted on social media
- c. Course 2 was launched
- d. Course 3 is underway
- e. CAPCSD will take on crosswalk of CFCC
- f. Reviewed CFCC changes and updates

XII. VP of Online Professional Development- DeRuiter

- a. Provided update on the fall webinars
 - i. SOTL- presented on September 15th
 - ii. Ethics- presented in September
 - iii. End of Life Care
 - iv. Business of the Profession
 - v. And others
 - vi. We continue to work through captioning for recorded webinars.

XIII. VP of Research and Academic Affairs- Kashinath

- a. IPP/IPE Committee had their first meeting on 8/27/21. Reviewed key areas that they will focus on this year
- b. Attended CAA meeting on 7/17/21
- c. Provided AAB update

XIV. The meeting adjourned at 4:35 p.m. ET

Respectfully submitted by JoAnne Cascia, Secretary