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:

- 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 15\textsuperscript{th}
       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