

**CAPCSD Board of Directors
Approved GoToMeeting Minutes
Thursday, October 21, 2021**

Board of Directors Present: Carol Dudding (*Past-President*); Michael Bamdad (*President*); Jennifer Taylor (*President Elect*); Shubha Kashinath (*VP for Academic Affairs*); Kevin McNamara (*VP for Clinical Education*); Kathy Shapley (*Treasurer*); Rachel Theodore (*VP for Admissions*); JoAnne Cascia (*Secretary*); Mark DeRuiter (*VP for Online Professional Development*); Jennifer Simpson (*VP for Organizational Advancement*), Tricia Montgomery (*VP for Professional 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: Jayne Brandel (co-chair)

- I. **President – Bamdad called the meeting to order at 3:00 pm EST.**
 - a. Welcomed those present
 - b. Bamdad led discussion regarding Tele-Guidance that will go into effect in January 2022
 - i. McNamara reported that CFCC is getting pointed concerns regarding the number of students who will not meet the 50% requirement.
 - ii. Taylor said many clients want to stay on tele-practice. Clients who could not receive services before, now can.
 - iii. Dudding stated that tele-practice has been happening since 2004
 - iv. Bamdad will work with Carol to create a response from CAPCSD
 - c. Bamdad reminded the board to send their PPT information to him and Deborah by Nov. 12th for the November Business Meeting. The board should also send him a one-two paragraph summary of what they are doing for the joint meeting with ASHA.
 - d. Bamdad- Call for Executive Session- Preconference Admission Summit (see Appendix A)
 - i. Theodore has been fielding questions regarding the Admission Summit (compensation, intellectual property, etc.)
 - ii. Taylor indicated the board will need to see a proposal ASAP.
 - iii. Bamdad will follow-up regarding a new initiative proposal.

- II. **Secretary – Cascia**

Cascia moved to approve the Consent Agenda and following items. Taylor seconded. Motion passed unanimously. MOTION CARRIES

 - a. Essential Functions Task Force
 - b. Ad Hoc Committee for Association Management Company RFP
 - c. September Board Meeting Minutes
 - d. Covid 19 Policy- November 2021 Meetings

- III. **President Elect- Taylor**

- a. The bylaws are being updated and will be shared with the board for their review prior to the November board meeting.

IV. Treasurer- Shapley

- a. See appendix A

V. Past President- Dudding

- a. See appendix B

VI. VP of Organizational Advancement- Simpson

- a. See appendix C

VII. VP of Admissions- Theodore

- a. See appendix D

VIII. VP of Professional Development- Montgomery

- a. See appendix E

IX. VP of Clinical Education- McNamara

- a. See appendix F

X. VP of Online Professional Development- De Ruiter

- a. See appendix G

XI. VP of Academic Affairs- Kashinath

- a. See appendix H

XII. DEI Academy Committee Ad Hoc - Brandel

- a. Brandel reviewed the proposed DEI Academy. The first year would be a *Train the Trainer on DEI* to create leaders for in DEI for CAPCSD and year two would respond to the need for *Champions of DEI*.
- b. There was discussion about the process and timing.
- c. Proposed Outcome: Five to ten individuals in one year will be selected as *Champions*. These individuals will support issues of DEI and provide training to new trainers (*Train the Trainer*). DEI informational training will roll out in the second year.

XIII. Secretary- Cascia

- a. Strategic Planning
 - i. Goals, strategies, performance measures, and board/staff responsibilities, were discussed. Discussion will continue at the November board meeting.

XIV. President- Bamdad

- a. Meeting was adjourned at 4:30 pm ET.

Respectfully submitted by JoAnne Cascia, Secretary

Appendix A

Treasurer's Report July 1, 2021 – September 30, 2022

Budget Status/update

► Information is based on Profit/Loss Statement from Jul 21 - to date.

	To date	Budget	Variance
Total Income	\$228,282.54	\$1,427,270.61	\$(1,198,988.07)
Total Expense	\$199,186.68	\$1,373,249.88	\$(1,174,063.20)
Net Income	\$29,095.86	\$54,020.73	\$24,924.87

Balance Sheet

As of 9.30.21	Assets
Fidelity	\$1,079,455.29
Checking	\$154,717.69
Savings	\$880,699.68
Total Current Assets	\$2,116,215.12

As of 9.30.21	Total Liabilities & Equity
Liability Credit Cards/Acct. Payable	\$3993.80
Equity Retained earnings	\$2,048,149.46
Equity Net income	664,071.86
Total Liabilities & Equity	\$2,166,215.12

Appendix B

Past President Dudding

Ad Hoc Committee for Association Management Company RFP

According to the CAPCSD P&P approved by the Board of Directors July 28, 2020:
In order to ensure fair and adequate ongoing management of the CAPCSD organization, the Past President will announce and solicit Requests for Proposals (RFPs) from Association Management Companies once every five years in the month of January. Together with the President and President Elect, recommendations will be made to the Board for selection and approval at the spring Board meeting.

Purpose Statement:

According to best practices in the industry, it is proposed that an Ad Hoc Committee be formed to assist the Board in this process of soliciting and reviewing proposals and making recommendations to the Board. The Past President will serve as monitoring officer and communicate directly with the other presidents and the Board members.

Committee Membership:

The Ad Hoc Committee will consist of a maximum of five members, including the current Past President as monitoring officer, a former President, a former treasurer, and two current Board members.

Term of Service: The Ad Hoc committee will serve until the time that a recommendation is made to the Board.

Areas to be address include, but are not limited to:

1. Assist in the development of an RFP for dissemination in January 2022.
2. Establish a process for review of proposals.
3. Participate in the review of proposals and participate in interviews as indicated.
4. Make a recommendation to the Board, along with rankings and comments, by the April 2022 meeting.

The Ad Hoc Committee for AMC - RFP addresses the following Strategic Goal:

Performance Excellence - *Attain strong organizational health by responsibly managing assets and optimizing resources.*

Appendix C

1.

VP for Organizational Advancement, Jenn Simpson

Membership Committee

- The committee will meet with Deborah and Ned for an orientation to the CAPCSD website and database in November.

DEI Committee

- Welcomed new committee member Jean-Franco Rivera Perez
- Encouraged committee to share appropriate social media posts directly with chair of the social media committee
- Reviewed current CAPCSD Bylaws shared by President Elect. Provided feedback to President Elect.
- Received request from Clinical Education Resource Committee to provide feedback/thoughts for Module 4-Assessment. Setting up meeting with VP of Clinical Education (Kevin McNamara) to discuss exactly what kind of feedback would be most helpful for the committee to consider.

Social Media Committee

- Board is encouraged to share appropriate posts with the committee.

Appendix D

VP Admissions Report - October 21 meeting of the CAPCSD Board

Prepared by Megan Woods and Rachel M. Theodore

CSDCAS

- Jackson State University and Texas A&M University will no longer be participating in CSDCAS.

Open Data Initiative

- It's been launched!
- Initial feedback on Open Data Initiative has been overwhelmingly positive
- A concern was raised by a program. Rachel made contact in the spirit of opening a dialogue to learn more and address their concerns
- So far, most questions have been requests for more data that we currently provide; all requests have been forwarded to the Data subcommittee for consideration

Admissions Committee Status

- The full committee met, and subcommittees are currently preparing goals and timeline for meeting goals for the year
- Rachel will provide feedback on subcommittee goals and action plans at the November meeting

Appendix E

VP for Professional Development - Tricia Montgomery

2022 CAPCSD Conference Updates October 2021

- Invited sessions are confirmed
- Call for Papers deadline has passed. There are 139 submissions
- Submission Type Quantity
 - 15 minute poster 52
 - 60 minute presentation 69
 - 90 minute presentation 18
- Submissions are being reviewed

Appendix F

CAPCSD Board Meeting

10/21/2021

V.P. for Clinical Education Update

Submitted by Kevin McNamara, VP Clinical Education

Proposal to Establish a Task Force to Review and Revise CAPCSD Essential Functions Documents and Materials

A proposal has been submitted for Board consideration.

Clinical Education Committee Update

Members: Andy Clare (Chair), Wendy Chase, Tammy Fredrickson, Lee Robinson, Hannah Siburt, Anu Subramanian, Chizuko Tamamki

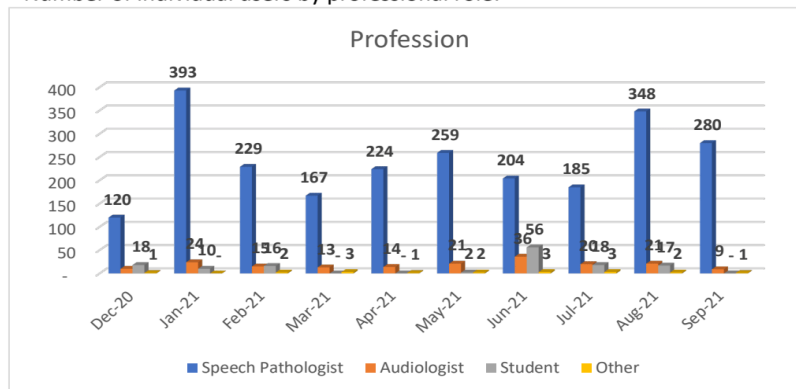
Accomplishments:

- Developed email announcement for eLearning Course Three upcoming relaunch.
- Developed course promotional material for social media blasts.
- Met with representatives of DEI Committee to gain input regarding DEI criteria to be considered as Clinical Education Committee reviews and updated eLearning Course Four content prior to transfer to Path LMS.

eLearning Courses User Statistics:

- 34 users accessed Course Two, *Effective Student-Clinical Educator Relationships*, from 9/9/21 relaunch through 9/30/21.

Number of individual users by professional role:



September data include 34 Course Two users.

Appendix G

Vice President of Online Professional Development DeRuiter

Update: Webinars are moving forward with future offerings on End-of-Life Care, Academic Mentorship and Medicare Regulations in University Clinics.

Appendix H

Submitted by Shubha Kashinath

VP of research and Academic Affairs

1. Scholarships Update
 - a. Deadline for Scholarship Applications is Nov. 15
 - b. Scholarship Committee will meet in November to review criteria
 - c. Scholarship reviews to be completed by end of March
2. IPE/IPP Committee Update
 - a. New chair of IPE/IPP - Jennifer Watson
 - b. Conference session speakers on assessing IPE/IPP are being considered
 - c. Committee is reviewing goals to continue building capacity in programs for IPE/IPP
3. AAB liaison
 - a. As part of the group working on Redesigning Entry Level Requirements for SLP, Shubha attended bi-monthly AAB working group meetings on:
 - i. Increasing Student Diversity
 - ii. Clinical Experiential Learning
 - b. Participant in Pre-Post Assessment of Teaching Symposium (bi-monthly meetings)

Goal: Comprehensive report and recommendations by December 2022

4. CAA Liaison
 - a. Provided CAPCSD update at Fall meeting in September