

**CAPCSD Board of Directors  
Fall F2F Meeting Approved Minutes  
November 16, 2021  
Marriot Marquis Washington D.C.  
Union Square Room**

**Board of Directors Present:** Carol Dudding (*Past-President*); Michael Bamdad (*President*); Jennifer Taylor (*President Elect*); Shubha Kashinath (*VP for Academic Affairs*) *virtually*; Kevin McNamara (*VP for Clinical Education*); Kathy Shapley (*Treasurer*); Rachel Theodore (*VP for Admissions*) *virtually*; JoAnne Cascia (*Secretary*); Mark DeRuiter (*VP for Online Professional Development*) *virtually*; 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*) *virtually*

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- I. President - Bamdad called the meeting to order at 8:08 am**
  - a. Meeting dates were set for the remainder of the year:
    - i. GoToMeetings 3:30-5:00 ET: December 16, February 17, March 24, May 17, June 23
    - ii. Face-to-Face meetings: January 23-24 (location TBD); April 19-20, Portland
  - b. SLPA Programs and CAPCSD Memberships- CAPCSD has been approached by two programs interested in membership. Discussion included:
    - i. What is CAPCSD's role
    - ii. SLPA programs are not accredited
    - iii. Would need a new membership category
    - iv. What are the benefits to the program?
    - v. ASHA offers a program for SLPA and AUDA
    - vi. SLPA programs do qualify under the current bylaws under "Must have institutional accreditation and offer a baccalaureate degree or higher."
    - vii. SLPA programs have also approached ASHA about this.
    - viii. What is the downside of offering a membership level for SLPA programs?
    - ix. A membership category for SLPA programs will be explored in the strategic plan
  - c. Bamdad sent a letter out to CFCC regarding teletherapy hours. Some modifications have been made that more flexible. CFCC received many letters.
  - d. VP of Online Professional Development- This VP role became a permanent VP position in July. DeRuiter agreed to serve a two-year term, July 2021-June 2023.
  - e. Resolution- The Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) is currently accrediting university programs that discriminate against LGBTQ+ students and clients.
  - f. CAPCSD received a resolution titled, "CAA is currently accrediting programs that discriminate against LBGTQ". There was discussion. Since CAPCSD does not direct CAA, the Board would like more information about what exactly the resolution is

asking of CAPCSD. Bamdad will meet with the individuals who submitted the resolution.

- g. Bamdad received an email from Audiology Resources, a private association that sells products asking CAPCSD to voice concerns about the Build Back Better bill that would allow audiology services being completed by non-audiologists. There was discussion about bringing this to the attention of the membership
  - i. ASHA put out a statement about this on November 9<sup>th</sup>. Bamdad will announce this at the Business meeting.
- h. Bamdad thanked Campbell and Ortiz for putting the slides together for the Business meeting.

## II. Secretary - Cascia

- a. **Montgomery moved to approve the October 2021 meeting minutes. Shapley seconded. Motion passed unanimously. MOTIONS CARRIES**
- b. Theodore met with Kia Johnson from NBASLH about an upcoming webinar they planned in collaboration with NYU to assist students to navigate the graduate application process and work toward increasing underrepresented minority students in all CSD graduate programs. NYU will be using part of a grant they received to provide CSDCAS application fee coupon codes to attendees who are also NBASLH members. Kia asked if CAPCSD would be willing to fund some CSDCAS application fee coupon codes for attendees that are NBASLH members. On November 1, 2021, Theodore called for a vote by email to purchase 100 application fee coupon codes in support of this request at the cost of \$3,533 after revenue sharing. The vote was recorded by Cascia as unanimously in favor on November 8, 2021. **MOTION CARRIES**

## III. Staff Report - Ortiz

- a. Ortiz provided a run-through of the PPT for Business Meeting

## IV. Treasurer - Shapley

- a. Budget Report - Total income to date is just over \$194,000.
- b. Reserve Policy and Special Opportunities Policy Update - Shapley and Ortiz met with Campbell and Associates to discuss the Reserve Policy, a standard policy that most organizations keep 50% of operating costs in reserve. The Board will need to consider moving some funds from savings to the Fidelity Investment. The policies will be considered for approval in December.

## V. President Elect - Taylor

- a. Discussion and Action to approve Bylaws changes-
  - i. The Board reviewed the bylaws line by line and discussed changes and updates.
  - ii. **Taylor moved to approve the proposed changes to the bylaws. Shapley seconded. Motion passed with one member absent. MOTION CARRIES**

**VI. Past President - Dudding**

- a. A new, expanded Board Orientation restructuring will be in place for the 2022-2023 board.
- b. The Nominating Committee is in place: Katie Strong, Chair; Elaine Mormer, and Kara Boester
- c. The RFP for an AMC as hoc committee is confirmed: Katie Strong, Ann Eddins, Shubha Kashinath, and Jenn Simpson under the direction of the Past-president. This process is required accordingly to the bylaws every five years. The RFP will be ready by the December board meeting and will go out in January. The Committee will review industry standards on RFPs and make a recommendation to the Board prior to the April meeting.
- d. There was discussion about the terminology used on the website to differentiate between member programs and the individuals within a program who are members (faculty, clinic directors, staff). Ortiz will consider some new wording.

**VII. VP of Organizational Advancement - Simpson**

- a. Membership Committee Update - The committee chair stepped down, and Jennifer Smart agreed to serve as chair. Nia Johnson will also join the committee.
- b. **Simpson moved to approve Jennifer Smart to serve as chair of the Membership Committee and Nia Johnson to serve on the Membership Committee- Dudding seconded. Motion passes unanimously. MOTION CARRIES**
- c. Membership Committee will be engaging more with members
- d. Media Strategy Committee will reintroduce spotlighting committee chairs on social media.
- e. DEI Committee - the committee meets bi-monthly. It is a strong committee that has worked on the language for CAPCSD bylaws, the eLearning courses, recruitment, and retention strategies, etc. The committee has offered to work with the Ad Hoc DEI Working on bylaw language, modules for clinical learning, recruitments and retention strategy, scholar of color, etc. The committee has offered to work with the Ad Hoc DEI Academy committee.
- f. 4<sup>th</sup> Year AuD committee meets next week to discuss and review the last couple of months. The stakeholders are programs, students, and externship sites.
- g. An email was received from AAA to confirm CAPCSD's interest to participate in the Clinical Education Forum. There was discussion about extending this opportunity to new CAPCSD volunteers.

**VIII. VP of Admissions - Theodore**

- a. CSDCAS Updates
  - i. Woods said it is still early in the cycle, but applications are down about 10% compared to last year. She is working with Liaison to train new CSDCAS users and prepare a newsletter for all programs. CSDCAS now offers a monthly office hour so users can pop in and ask questions.

- ii. An update will be provided with the exact number of CSDCAS application fee vouchers are purchased for the NYC NBASLH webinar. The board approved up to 100 vouchers.
- iii. Theodore reported that a program withdrew from CSDCAS due to the open data initiative. She reached out to learn more about the concerns and to create an open dialogue. They replied by saying that they are withdrawing. Theodore will invite a member of the DEI committee to join her in responding to the program.

**IX. VP of Research and Academic Affairs - Kashinath**

- a. Scholarship Committee Update - Scholarships closed November 15. Most notable is that the number of applications received in all categories is lower than last year.
- b. IPE/ IPP Committee - The committee will update the resources on the website that are outdated. They will also focus on increasing interest on the blog. The committee wants to offer a webinar and will work with the Online Professional Development committee.
- c. ASHA Liaison activities - There was discussion about the number of hours need for this role. The Board will identify a volunteer for this responsibility.

**X. VP of Professional Development- Montgomery**

- a. Conference update - The Call for Papers have been reviewed and acceptance emails will be sent out next week. Montgomery will give the Professional Development Committee topics from the Call for Papers that would be good webinars.
- b. There was a discussion about the increase in submissions this year and developing a COVID policy regarding vaccination and masking.

**XI. VP of Clinical Education - McNamara**

- a. Clinical Educator eLearning Courses and Clinical Education Committee Updates- the committee is reviewing course materials and received feedback from the DEI committee. The committee will develop a manageable set of targets to look at for courses. Access numbers have dropped a little and there continues to be significantly more SLPs than AuDs using the courses.
- b. Selection of members for Essential Functions Task Force- McNamara is looking at the concept carefully and wants the task force members to look at this through a DEI lens, a disability lens, and a clinical education lens. Potential task force members are being considered.

**XII. Secretary - Cascia**

- a. Strategic Planning - Reviewed the PPT that outlines the Goals and Objectives.
  - i. Conversation continued regarding due dates for each objective, strategy ideas, and budget needs for each.

- ii. Taylor discussed sending packages to member program with incentive gifts for faculty and staff
- iii. **eLearning Course Maintenance - Shapley moved to motion to reallocate \$6,700.00 from AAA dues to support the maintenance of eLearning courses. Taylor seconded. Motion passed with one member absent. MOTION CARRIES.**
- iv. Bamdad called for a motion to approve the Strategic Plan. McNamara moved approval of the strategic plan for 2021-2022; Taylor seconded. Motion passed with one member absent. **MOTION CARRIES**

XIII. **VP of Online Professional Development - De Ruiter**

- a. Webinars and Committee update - We are seeing some online webinar fatigue as people have completed their CEs for the year. IPE/ IPP Committee will offer another webinar in early 2022 at no cost. Next up is a Medicare webinar in December and additional webinars being arranged for January.

XIV. **President - Bamdad**

- a. Cascia updated the board on the CSD Education Survey results. Will discuss further after the meeting in December.
- b. Jeff Regan (ASHA Director of Government Affairs and Policy) - met with staff and provided an update on upcoming issues for joint advocacy. More to come after the new year.
- c. DEI Academy Update-
  - i. The co-chairs are working on a procedure that they will send to the Board for approval.
- d. Taylor- Association Options provided a list of policies that CAPCSD should consider:
  - i. Anti-Trust- add to P&P.
  - ii. Charitable contributions and support-
  - iii. Check and contracts limits and authority- is in the P&P
  - iv. Code of Ethics- working on this
  - v. Confidentiality- will add with conflict and interest
  - vi. Diversity policy- working on this
  - vii. Net asset and target returns
  - viii. Original works and intellectual property- we are not including
  - ix. Whistleblower- we have this.

XV. **President- Bamdad**

- a. Wrap up
- b. Adjourn at 4:22 p.m.

Respectfully submitted by JoAnne Cascia, Secretary