

**CAPCSD Board of Directors
Winter F2F Meeting
Approved Minutes
January 23-25, 2022**

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

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

Meeting Start: 2:00 pm Meeting End: 4:30 pm

Sunday 1/23/22

I. President – Bamdad

- a. Welcome

II. Secretary – Cascia

- a. Dudding moved to approve the November 16, 2021 minutes. McNamara seconded. Motion passed unanimously. **MOTION CARRIES**
- b. Cascia recorded the following items that were approved unanimously via email:

- i. Conference COVID-19 Vaccination Policy

- CAPCSD requires that everyone attending the Annual Conference, and all related CAPCSD events at the Hilton Portland Downtown, Portland, Oregon, April 17-24, 2022, be fully vaccinated for COVID-19. The requirement includes all participants - presenters, attendees, exhibitors, vendors, guests, and staff. Participants will also adhere to requirements in place at the time of the conference by the State of Oregon, City of Portland, and the Hilton Portland Downtown. This includes, but is not limited to, wearing masks and social distancing. CAPCSD monitors CDC recommendation updates and reserves the right to amend this policy to create the safest environment possible for all participants. Motion made by Montgomery. Second- Dudding. Approved unanimously Dec. 14, 2021. **MOTION CARRIES**

- ii. Essential Function Task Force Members

- McNamara makes a motion that we approve the slate of prospective task force members as identified below.

- Jean-Franco Rivera-Perez, Texas Cristian University

- Jennifer Mackey, Massachusetts General Hospital Institute of Health Professions
- Sujini Ramachander, Southern Connecticut State University
- Jonette Owens, Osborne College of Audiology, Salus University

Dudding seconds the motion. Approved unanimously Dec. 28, 2021.

MOTION CARRIES

iii. Conference Registration Fee Structure for 2022

With the current surge of COVID and the continued challenges around university travel budgets, staff proposes a different conference registration fees scenario for consideration. The intent is to make it easier on university travel budgets and possibly increase the number of individuals who would consider paying out-of-pocket to attend the 2022 conference. We continue to hear from members that they want to travel to Portland, but there are clearly challenges. Staff suggests the board consider reducing the initial conference registration fee and follow a three-tiered reduction approach. The hope is that a significantly reduced registration fee would increase conference attendance.

Motion made by Montgomery. DeRuiter seconds. Approved unanimously January 13, 2022. **MOTION CARRIES**

III. Treasurer’s Report – Shapley

- a. Shapley reviewed the budget report for FY month ending December 2021. She noted that net income will vary over the next few months with CSDCAS income and conference expenses.
- b. Annual Fiscal Review – Shapley reported the annual fiscal review went well. The auditor noted two items:
 - i. The organization places most of its cash with one financial institution and amounts over \$250,000 are not insured by the FDIC. Recommendation is to move funds from savings to the Fidelity investment account.
 - ii. The organization relies on one vendor (JMS) to provide significant administration and program support services. Payments to the vendor represent about 58% of the organization’s total expenses for the year ended June 30, 2021.
- c. Reserve Policy – Shapley provided the board with a proposed reserve policy and special funds policy in December. Taylor moved to approve the reserve policy as presented. Montgomery seconded. Motion passed unanimously. **MOTION CARRIES**
- d. There was discussion about moving funds from the savings account to Fidelity. Ortiz will review anticipated income/expenses over the next few months and inform Shapley so the amount to transfer can be confirmed. Shapley noted that Campbell and Associates

told her funds can be withdrawn from the investment account and available when needed with about a one week notice.

- e. Special Funds Policy – Taylor moved to approve the Special Funds Policy as presented. Montgomery seconded. Motion passed unanimously. **MOTION CARRIES**

IV. Vice President of Organizational Advancement – Simpson

- a. Simpson provided updates on the DEI Committee, Membership Committee, and Media Strategy Committees. All of the committees have meetings scheduled in the next few weeks. The committees have the strategic plan and Simpson will help guide them through what they will do during the year.
- b. Simpson would like to expand the Membership committee by one additional person, making it one chair and 5 members. Simpson moved to approve Rachel Glade and Elizabeth Eemisse to serve on the committee. Theodore seconded. Motion passed unanimously. **MOTION CARRIES**
- c. Simpson commented that a member of Media Strategy committee has left academia and went back into private work. There was discussion about committee members needing to be CAPCSD members to volunteer. needed to be CAPCSD members to serve. Board consensus is to allow the individual to finish out the term ending June 30, 2022.

V. Past President – Dudding

- a. The Board held an Executive session to discuss the Request for Proposal for an AMC that will go out in January.
- b. Dudding said the Nominations Committee reported that they were pleased with the response to the Call for Nominations and provided their recommendations for President Elect and Treasurer for the slate of officers
 - i. Dudding moved to approve the President Elect as recommended be included on the slate. Simpson seconded. Motion passed unanimously. **MOTION CARRIES**
 - ii. Dudding moved to approve the Treasurer as recommended be included on the slate. Simpson seconded. Motion passed unanimously. **MOTION CARRIES**
 - iii. Dudding moved to approve the Slate of Officers for President Elect and Treasurer . McNamara seconded. Motion passed unanimously. **MOTION CARRIES**
 - iv. The approved nominee names and Slate of Officers will be announced at the spring business meeting.
- c. Dudding reported that the Honors and Awards Committee received eight nominations. There was discussion. The names will be announced at the annual conference.
- d. Dudding moved to approve three nominees for Distinguished Contribution Awards. Simpson seconded. Motion passed unanimously. **MOTION CARRIES**
- e. Dudding moved to approve three nominees for Excellence in Diversity. Montgomery seconded. Motion passed unanimously. **MOTION CARRIES**

- f. Dudding moved to approve one nominee for Honors of the Council. Montgomery seconded. Motion passed with nine in favor and two absentions due to conflict of interest. **MOTION CARRIES**
- g. Dudding suggested the board should consider a new award category for faculty who are at the beginning of their career.

VI. President Elect - Taylor

- a. Policies and Procedures – Taylor presented the board with proposed changes to the P&P to address committee inconsistencies. There was review, discussion, and consensus on changes that should be made. Additional areas will be addressed later.

Monday, 1/24/22

Start Time: 8:00 am

End Time: 4:00 pm

VII. President- Bamdad

- a. Welcome
- b. Taylor requested that each board member review the volunteer list and highlight anyone who is actively serving on a committee.
- c. Bamdad will share inspirational stories as part of the President’s opening at the conference. He asked the board to consider sharing a story of amazing things the members have done during the pandemic.
- d. Bamdad talked with the individuals who submitted the resolution seeking support form CAPCSD to assist in opposing the accreditation of university programs that discriminate against LGBTQ+ Students and Clients and explained that CAPCSD has no authority over CAA. He offered suggestions for what CAPCSD could consider if they wanted to resubmit the resolution, which they did. The board had a lengthy discussion and the board reached consensus on what CAPCSD could consider for the resolution. Bamdad, McNamara, DeRuiter and Theordore will edit the resolution accordingly for board review. Kashinath will touch base with CAA at the February meeting and Bamdad will reach out to submitters and inform them the board is in discussion
- e. Bamdad provided an update and led the board in discussion about the DEI Academy proposal received in December. There was lengthy discussion about timeline, resources, and steps for the ad hoc committee to consider.
- f. Executive Session - The board held an executive session to discuss the Request for Proposals for an AMC.

VIII. President Elect – Taylor

- a. The board continued a detailed review of the P&PTaylor continues review of the
 - 1. Taylor asked each VP to read their sections using track changes, update as needed and send to her by February 14, 2022.

2. There was discussion about the Ad Hoc Distance Education Committee. DeRuiter moved to sunset the Ad Hoc Distance Education Committee effective June 30, 2022. Taylor seconded. Motion passed unanimously. **MOTION CARRIES.**
3. There was discussion about Critical Thinking Task Force. Kashinath said the members has a document that will be ready by the summer 2022. Taylor moved to sunset the Critical Thinking Task Force on June 30, 2022. Kashinath seconded. Motion passed unanimously. **MOTION CARRIES.**
4. There was discussion about the Audiology Externship Working Group. Simpson moved to sunset the Audiology Externship Working Group on June 30, 2022. Taylor seconded. Motion passed unanimously. **MOTION CARRIES.**

ii. Travel Reimbursement Guidelines

1. There was review of the board reimbursements for the annual conference. Taylor moved to amend the 2021-2022 budget to provide complimentary conference registration for board members for 2022 who are not already receiving complimentary registration as an invited speaker. Dudding seconded. Motion passed unanimously. **MOTION CARRIES.**
2. Taylor moved to amend the 2021-2022 budget to allow for five (5) nights hotel to be paid for board members at the 2022 conference. Montgomery seconded. Motion passed unanimously. **MOTION CARRIES.**
3. Taylor moved to change the Policies and Procedures to include conference registration and five (5) hotel nights for the Board of Directors for the annual conference. McNamara seconded. Motion passed unanimously. **MOTION CARRIES.**

iii. Clinic Directors Basic Training

1. There was discussion about programming that could be developed to address the needs of clinic directors, especially for new clinic directors.
2. Taylor will update the P & P to reflect a broader definition.

IX. Secretary- Cascia

- a. Cascia attended the ASHA CSD Education Survey meeting in December. ASHA expressed concerns that they were not provided time to present data at the 2022 conference. They referenced the Letter of Agreement for the CSD Education Survey about disseminating information.
- b. Campbell explained that he notified ASHA that CAPCSD could not offer conference time this year. CAPCSD had to give space back to the hotel with the anticipation of fewer attendees and room-block concerns. He offered that an announcement could be made at the conference and data posted on the website.

X. Vice President of Professional Development – Montgomery

- a. AAA CEUs at the Conference – Staff reported that last year, of the 666 people who attended the conference, five (5) requested AAA and 19 requested AAA/ASHA. Campbell commented on the amount of time it requires to submit CEUs for AAA. There was discussion. It was agreed that CAPCSD would offer AAA CEUs at the 2022 conference and that the attendees will be surveyed to see how many attending were audiologists.
- b. Montgomery reported that the Hilton Portland has been open to negotiating a reduced contract for hotel rooms and meeting space. Speakers are accepting their invitations to present in person.
- c. Montgomery shared an email that was received from the member program who was informed by their university that if they travel for the conference, get COVID, and have to extend their stay, the university will not pay. They were asking to attend virtually, but there is no virtual component. Conference registration and hotel room rates have been reduced to support members who can travel. CAPCSD has a significant financial obligation with the hotel for an in-person conference and therefore cannot offer a virtual component.
- d. Campbell will travel to Portland when the hotel is hosting a big event to see how they handle the event and to visit the surrounding area.

XI. Vice President of Admissions – Theodore

- a. Wood's report:
 - i. CSDCAS applications are down 7.6% from last year. Compared to 2021- 12% down in SLP & 13% decline for AUD. We have about 8% increase in programs participating in CSDCAS. We continue to recruit. Right now we are at about 75% of all programs.
 - ii. Many programs have extended deadlines to encourage "in progress" applicants to submit.
 - iii. We can start tracking trends such as GRE requirements, deadlines, and supplemental fees/ applications.
- b. Theodore's report:
 - i. Admissions committee will address the LOR issue. Programs are asking for changes to the LOR submission info.
 - ii. Open Data Initiative- two approved proposals. Lots of positive feedback, but most inquiries want more data than what we currently collect.
 - iii. Code of Conduct
 - 1. One Code of Conduct violation this year
 - a. The applicant has appealed to the Admissions Committee
 - b. Anticipated that there will be an appeal to the Board
 - 2. The Admission Committee is reviewing the policy and will bring recommend updates to the Board. Goal is to align the Code of Conduct with current times.
 - iv. Preliminary report on strategic objective

1. Theodore and Kashinath have worked on this. They would like feedback from the board.
 - a. Students are not members so there is no student fee. Should this be re-addressed?

XII. Vice President of Clinical Education – McNamara

- a. Clinical Education Committee is reviewing eLearning courses for content enhancement and DEI enrichment.
- b. The use pattern of the eLearning courses remains consistent. Most users are SLPs and community partners in the field (i.e. supervisors).
- c. Essential Functions Task Force is reviewing the current Essential Functions document and identified concerns related to clarity, consistency, ambiguity, and potential bias. They are finalizing specific issues to be addressed in the revision.

XIII. Vice President of Online Professional Development – DeRuiter

- a. DeRuiter provided an overview of upcoming webinar topics.
- b. NIDCD asked if CAPCSD would survey members about what they would like to hear about in the next NIDCD webinar. The webinar will be offered at no cost and offer non CEUs.
- c. Theodore asked about R25 mechanisms that can fund undergraduates, master’s students, etc. Many member programs would be interested in these.

Tuesday 1/25/22

Start Time: 8:30 am

End Time: 10:45 am

XIV. President- Bamdad

- a. There was discussion about CAPCSD’s relationship with ASHA that included the CSD Education Survey and receiving the raw data.

XV. Secretary- Cascia

- a. The board reviewed the Strategic Planning and status of objectives.
 1. Drive utilization of the CAPCSD website and update content as needed
 - a. Information for the website should be sent to Ortiz.
 - b. As a participating program what would you want to find on the website?
 - c. Need to add historical, searchable information regarding the conference proceedings.
 - d. The board should review the member survey from last year and consider a brief member survey about the content they would like to see on the website.

- e. Most questions about the website are about job postings, webinars, and scholarships.
- 2. Return on Investment was reviewed for the following initiatives:
 - a. Scholarships, eLearning courses, Leadership Academy and Clinic Director Basic Training- How do we measure these?
 - b. There is a survey in place for scholarships.
 - c. A survey will be developed for Leadership Academy.
 - d. There is some information available on eLearning courses that Clinical Education Committee can track.
 - e. The board will continue discussion at the April F2F meeting: What is the expected goal for each initiative? Qualitative- return on mission/ Qualitative - return on investment.

XVI. President- Bamdad

- a. Bamdad has asked Shapley for some information the Fidelity investment account to help inform moving funds from savings.

XVII. Vice President of Research and Academic Affairs – Kashinath

- a. The Scholarship committee is working on the review process. There were fewer applicants for all three scholarships this year.
- b. IPE/IPP committee has developed five (5) goals. The focus for 2022 is IPP/IPE in clinical practicum.
- c. ASHA Ad Hoc Committee is editing webinars for people in academia looking at entry level requirements for masters programs and deciding if anything needs to be updated. It will eventually be sent to CAA.

XVIII. Executive Session

- a. The board held an executive session regarding the Request for Proposal for an AMC.

XIX. President- Bamdad

- a. Wrap up and adjourn

Respectfully submitted,

JoAnne Cascia, Secretary