

**CAPCSD Board of Directors
GoToMeeting Minutes
Tuesday, May 17, 2022**

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

Board of Directors Absent: JoAnne Cascia (*Secretary*)

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

- I. **President – Bamdad called the meeting to order at 3:00 p.m. ET**
 - a. Job Postings - **Bamdad moved to change the job postings benefit for members from \$0 to \$100 to post a job for three-months and \$350 for non-members who are eligible for membership. McNamara seconded.** There was discussion. Ph.D. postings remain \$0 and outside organizations are not eligible to post a job. **Motion passed with one abstention.**
 - b. Orlando 2023 Annual Conference – Bamdad presented the potential programming that could happen at the conference.
 - i. Montgomery said that Leadership Academy is confirmed for 2023.
 - ii. She reported that this year, 24% of the conference was on DEI and 8% on Admissions. There was discussion about available space in Orlando, not having new programming that competes with the conference, and feasibility of offering new initiatives at different times of the year. Bamdad expects he will have DEI Academy proposal for the June board meeting. Montgomery said the CPC will plan for space for the academy in Orlando. Campbell noted the CPC also needs content for other events being held at the conference. Bamdad reminded the board that the Clinic Director Basic Training will not be held in 2023. Montgomery said the CPC will consider clinic director sessions at conference for new clinic directors.
 - c. Bamdad updated on the board on the Nominations Committee terms. **Bamdad moved to extend Cara Boester to serve a second, two-year term starting July 1, 2022. DeRuiter seconded. Motion passed unanimously.** Bamdad said the committee would like terms to be three-years with the third year rotating into the chair position. There was discussion about keeping all committee terms consistent with two-year terms.
- II. **Past President- Dudding**
 - a. No updates
- III. **Secretary**
 - a. **Bamdad moved to approve the minutes of the March 23, 2022, Board Meeting as presented. Shapley seconded. Motion passed unanimously.**

- b. Ortiz reminded the Board to have committee chairs in place before the July F2F meeting.
- c. Bamdad asked the Board to keep Cascia updated with progress on the strategic plan.

IV. President Elect - Taylor

- a. Policy and Procedures Update Review – Taylor reported that the P&P review continues, and proposed edits will be presented to the board in June.
- b. July F2F Board Meeting – Taylor reviewed the plan for the summer meeting.

V. Treasurer - Shapley

- a. Shapley provided the budget update for fiscal YTD April 2022:

Budget Status/update

• Information is based on Profit/Loss Statement from Jul '21 -April.

	To date	Budget	Variance
Total Income	\$1,251,693.41	\$1,427,270.61	\$(175,577.20)
Total Expense	\$850,162.12	\$1,373,249.88	\$(523,087.76)
Net Income	\$401,531.29	\$54,020.73	(\$347,510.56)

Balance Sheet

As of 4.30.22	Assets
Fidelity	\$1,863,324.83
Checking	\$484,641.68
Savings	\$336,740.36
Total Current Assets	\$2,684,706.87
As of 4.30.22	Total Liabilities & Equity
Liability Credit Cards/Acct. Payable	\$4,502.14
Equity Retained earnings	\$2,048,149.46
Equity Net income	\$633,397.97
Total Liabilities & Equity	\$2,686,049.57

- b. Shapley requested the Board send her any new initiative and proposed budget prior to the June meeting so they can be considered in the budget discussion.

VI. VP of Organizational Advancement – Simpson

- a. Bamdad recognized Simpson who will serve as president-elect starting July 1, 2022. Simpson remarked that she is honored to have been elected.
- b. Simpson reported that the DEI Committee co-chair appreciated the opportunity to meet with the Board in April.
- c. Membership committee is working on outreach ideas for members and that they valued having a table at the conference. Ortiz remarked that going forward, CAPCSD will have a booth at the conference for committees. Simpson scheduled a meeting with Beverly Dunbar from the Pasadena City College, Jennifer Smart, and Ortiz, and to discuss CAPCSD membership for SLPA programs.

- VII. VP of Admissions – Theodore** *(Shubha Kashinath joined the meeting.)*
- a. Annual Applicant Data Report – Theodore shared a link to the report that is available on the CSDCAS website.
 - b. Admissions Summit Proposal – Theodore reviewed the proposal for an Admissions summit. She said that the proposal is timely and comprehensive and would develop a networking community. She noted the evaluation plan needs metrics for the board to determine ROI/ROM, an application process, and budget. There was discussion regarding space constraints at the 2023 conference and if the one-day summit could be offered virtually. Theodore will request that submitters to strengthen the metrics, address how attendees are selected, and consider to what extent the summit can be done virtually. Staff will assist with the budget when more information is available.
- VIII. VP of Professional Development** *(Montgomery had to leave the meeting at this time.)*
- IX. VP of Clinical Education – McNamara**
- a. Essential Functions Task Force is actively working on the document and supporting materials. The goal is to have something in place to present at the next conference.
 - b. Clinical Education Committee submitted course 4 to staff for development. They are now looking at revisions to course 3 to refresh content and add a DEI lens.
 - c. McNamara reported that last year four committee members were appointed to the committee for one-year. Three have expressed interest in continuing; the fourth is pending. **McNamara moved to approve Wendy Chase, Anu Subramanian, and Chiz Tamaki to a second, two-year term. Kashinath seconded. Motion passed unanimously.**
- X. VP of Online Professional - Development - DeRuiter**
- a. **DeRuiter moved that Erin Lundblom serve a second year as chair on the Online Professional Development Committee. Taylor seconded. Motion passed unanimously.**
- XI. VP of Academic Affairs and Research - Kashinath**
- a. IPE/IPP Committee will have content for the webpage in June.
 - b. Kashinath provided an update on the ABA Committee meeting.
 - c. Scholarship committee will meet in June to discuss process for next year.
- XII. President – Bamdad**
- a. Ortiz asked the board for feedback on the changes made to the monthly report format and to consider additional calendar items they would like included.
 - b. Bamdad called an executive session to discuss the AMC Annual Review.

Respectfully submitted: Deborah Ortiz, Executive Director