

**CAPCSD Board of Directors
GoToMeeting Minutes Approved
September 2, 2022**

Board of Directors Present: Mike Bamdad (*Past-President*); Jennifer Simpson (*President Elect*); Kevin McNamara (*VP of Clinical Education*); Ashley Harkrider (*Treasurer*); Rachel Theodore (*VP of Admissions*); Mark DeRuiter – arrived at 10:35 a.m. (*VP of Online Professional Development*); Maya Clark (*VP of Organizational Advancement*), Tricia Montgomery (*VP of Professional Development*); Shubha Kashinath (*VP of Research and Academic Affairs*)

Board of Directors Absent: Jennifer Taylor (*President*)

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

I. Welcome

- a. Bamdad called the meeting to order at 10:02 a.m. and welcomed board members

II. Action Items

- a. Consent Agenda - Bamdad moved to approve the consent agenda. Rachel 2nd. 9 in favor, 0 opposed, 2 absent. **Motion carried.**
- i. Board meeting July minutes approval
 - ii. CAPCSD Guidebook Document
 - iii. Board Reports August
 - iv. Board Reports September
 - v. Motions Approved Unanimously by email:
 - 1. Amendments to the 2022-2023 budget approved August 26, 2022
 - 2. Nancy Aarts appointed to the Honors and Awards Committee for a two-year term approved August 24, 2022

III. Operational Items

- a. ASHA CEU Consultant - Bamdad moved to appoint Mark DeRuiter as the CAPCSD CEU consultant. Harkrider 2nd. 9 in favor, 0 opposed, 2 absent. **Motion carried.**
- b. Budget Report – Harkrider commented on the amended 2022-2023 budget that was approved. She noted that the board needs to discuss parameters for staff to follow for managing supplemental hours. Bamdad said that last year the board started working on a system where the hours are tracked, and the presidents and treasurer are notified if the hours go over. He said that Josie Hall at JMS has spreadsheet to track the hours. Harkrider will discuss this with Taylor and Hall. Campbell commented that the current plan is to continue monthly reports to Harkrider and the presidents.

IV. Strategic Discussion Items

- a. Resolution on Non-Discrimination and CAA Accreditation Standards – Bamdad provided an update on the response CAPCSD received from CAA. He met with the group’s representative who proposed the resolution and they expressed that they were not happy with the CAA response. The group met with ASHA and the meeting went well.
- b. Salary Survey – Tabled.
- c. DEI Academy - Bamdad reviewed a proposed format for the DEI Academy that would be held in Orlando at the annual conference. There was discussion about the maximum number of participants, programs represented, and providing the attendees with an

action plan to take back to their programs. Clark moved to approve a maximum number of participants to 50. Montgomery 2nd. 9 in favor, 0 opposed, 2 absent. **Motion carried.**

- d. Supplemental Hours Staff Guidelines - Tabled.
 - e. JMS Annual Review Format - Tabled.
 - f. JMS Contract Renewal – Tabled.
 - g. Town Hall – Tabled.
 - h. Newsletters – Bamdad said that Taylor would like to send newsletters monthly. He asked the board to send ideas to Taylor.
 - i. CAPCSD Conversations for Chairs – Tabled.
 - j. CSD Education Survey - Bamdad reported that there has been some discussion about CAPCSDs role and contribution level with the CSD Education Survey. Continuation of this conversation was tabled.
 - k. CAA/CFCC/CSD Education Webinars – Tabled.
 - l. Succession Planning – Bamdad asked the board to start thinking about future board members to fill VP positions that need to be filled next year.
 - m. Dashboards – Tabled.
- V. Committee Updates
- a. Kashinath said some IPE/IPP committee members rotate off next year and she asked the board to send her names for potential members. Campbell reported that as of today, there are 124 people registered for the September IPP/IPE Information Exchange – Taking the First Step: IPE/IPP Accountability 101.
 - b. Clark said the Media Strategy Committee requested the board to regularly check and “like” the CAPCSD Facebook posts so that they can get traction with the algorithms. New Committee Member - Kyle Green Pendelton.
 - c. Clark is working with DEI Committee on the DEI board training. She has the name of an individual who was recommended.
- VI. Strategic Discussion
- a. eLearning Modules – McNamara reported that course four (4) was launched and all 20 modules are now available. The courses are enhanced with DEI content and checked for accuracy. There was a cost to move the courses to the new platform, but it is more cost-effective.
 - b. ASAE Conference – Campbell, Ortiz, Woods, and Hall attended the American Society of Association Executives (ASAE) annual conference and found the sessions to be very useful and informative.
 - c. Essential Functions Task Force – McNamara reported that the Essential Functions survey, hosted on the Southern Connecticut University Qualtrics account, will be distributed to soon.

The meeting ended at 11:15 a.m.

Respectfully submitted:
JoAnne Cascia Secretary