

**CAPCSD Board of Directors Meeting  
Friday, October 7, 2022  
Approved Minutes**

**Board of Directors Present:** Jenny Taylor (*President*); Mike Bamdad (*Past-President*); Jennifer Simpson (*President Elect*); Kevin McNamara (*VP of Clinical Education*); Ashley Harkrider (*Treasurer*); Rachel Theodore (*VP of Admissions*); Mark DeRuiter (*VP of Online Professional Development*); Tricia Montgomery (*VP of Professional Development*); Shubha Kashinath (*VP of Research and Academic Affairs*)

**Board of Directors Absent:** Maya Clark (*VP of Organizational Advancement*)

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

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**I. Welcome**

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

**II. Updates**

- a. Revisiting CAPCSD Guidebook: Taylor reviewed the guidebook regarding board norms, the duty we hold to each other, and the decision-making matrix.
- b. Newsletters: Various VPs will be asked to contribute each month. Simpson received feedback that the newsletter has been very positive.
- c. Succession Planning: Simpson asked the board to consider individuals who would be a good fit to replace VPs and committee members terming off next year. Taylor noted that the bylaws and policies and procedures should be followed.
- d. Training Moment: Understanding Resolutions - Taylor said a call for resolutions email will go out to the membership. Ortiz noted that CAPCSD accepts resolutions all year. Members bring ideas to the board for consideration and the board can make edits and send the proposed resolution back to the submitters. Once a resolution is approved and voted on by member programs, the resolution belongs to CAPCSD and is under the direction of the Board.

**III. Consent Agenda**

- a. **Cascia moved to approve the September 2, 2022, Board Meeting Minutes. Bamdad seconded. Motion passed unanimously.**
- b. **October 2022 Board Reports**
- c. **Motion Approved unanimously by email on September 28, 2022:**
- i. **September 15, 2022, proposed Bylaw Changes: Article III, Members, 3.3 I. Member Programs (a); and Article IX, Resolutions, 9.2 and 9.3.**

**IV. Board Discussion Items**

- a. Budget Update - Harkrider reported that the annual review fieldwork was performed by the auditor on September 27<sup>th</sup>, and the report will be available soon. She said the board still needs to discuss how best to track supplemental hours.
- b. Treasurer's Report YTD month ending August 2022:  
Income: \$1,268,506.29  
Expenses: \$1,207, 850.00  
Fidelity: \$1.3 million
- c. Admissions Summit - Theodore noted that the board approved the \$14,000 budget for the summit, but it did not include staff supplemental hours. She said the registration fee will offset some costs and the summit is projected to come under budget. **Theodore moved to approve 28 hours of supplemental staff time for the summit. DeRuiter seconded. Motion passed unanimously.**

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- d. Legal Consult re: Liaison/CAPCSD Agreement- Woods reported that a program who was interested in joining CSDCAS requested liability documentation from CAPCSD, but this is something we do not offer. Staff will contact an attorney to review the agreement and determine CAPCSDs liability for CSDCAS data and advise on insurance required to cover CAPCSDs responsibility.
- e. Clinical Education Specialty Recognition Petition Group- McNamara received an inquiry from this group who are working on clinical education special recognition. There was discussion about the viability of getting through the four-stage process, if there are other avenues of recognition, and how would this impact CAPCSD. McNamara will ask them for a meeting with a subset of the Board.
- f. New Online Voting Procedure Review- Cascia reviewed the new online voting process and where to review draft minutes in Teams.

**V. Strategic Discussion Items**

- a. ASHA/CAPCSD Joint November Meeting Agenda Items
  - i. There was discussion regarding the CSD Survey, CAPCSDs role, and contributions. Taylor remarked that the survey was originally a joint venture with CAPCSD and ASHA. CAPCSD requested that ASHA share the raw data but were told only ASHA has access and CAPCSD would need to submit a request for an ad hoc report. Taylor requested that this be included for discussion at joint meeting.
  - ii. The board provided agenda items that Ortiz will send to ASHA.
- b. Webinars - There was discussion about offering CEUs for three webinars at no cost. **DeRuiter moved that CAPCSD offer three webinars annually with ASHA CEUs at no charge to the membership - CAA, CFCC, and HES survey. Montgomery seconded. Motion passed unanimously.**
  - i. DeRuiter will develop an Appendix for the Policy and Procedure Manual regarding honorariums for speakers for webinars.
- c. Ph.D. Scholarship Eligibility Criteria - Kashinath brought two questions regarding eligibility for the Ph.D. scholarships to the board: 1) if a student intends to seek employment outside of the United States are they eligible to apply, and 2) if a student doing CSD research in another department who is supervised by faculty in the CSD program are eligible to apply if the CSD program puts them forward as their applicant. Kashinath will explore these with the Scholarship committee and provide a recommendation to the board to make a formal decision.

The meeting ended at 12:00 pm EST.

Respectfully submitted:  
JoAnne Cascia, Secretary