

**CAPCSD Board of Directors
Meeting Minutes Approved
January 19, 20, and 21, 2023
Westin Hotel, Indianapolis, IN**

CAPCSD Board of Directors Present: Michael Bamdad (*Past-President*); Jennifer P. Taylor (*President*); Jennifer Simpson (*President Elect*); Shubha Kashinath (*VP of Research and Academic Affairs*); Kevin McNamara (*VP of Clinical Education*); Ashley Harkrider (*Treasurer*); Rachel Theodore (*VP of Admissions*); JoAnne Cascia (*Secretary*); Mark DeRuiter (*VP of Online Professional Development*); Maya Clark (*VP of Organizational Advancement*), Tricia Montgomery (*VP of Professional Development*)

Board of Directors Not Present: Jennifer Taylor (*President*) January 20th and 21st; Maya Clark (*VP of Organizational Advancement*) January 21st.

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

Meeting Start: 2:00 p.m., Thursday

Meeting End: 4:00 p.m., Saturday

Thursday, January 19, 2023

I. President, Taylor

- a. Call to Order, welcome, and agenda review.

II. Treasurer, Harkrider

- a. Understanding the CAPCSD budget
 - i. Income and expenses.
 - 1. Income includes CSDCAS, dues, Professional Development, job postings, conference registration, and exhibitors/sponsorships.
 - 2. Expenses include primarily subsidizing conference fees, The Lisa Scott Leadership Academy, DEI Academy, Admissions Summit, professional and scholarships.
 - 3. Fidelity account, checking and savings accounts.
 - ii. Reviewed the 2022-2023 budget.
 - iii. YTD expenses outweigh income that is normal this time of year pending receipt of the quarterly CSDCAS income.
 - iv. Ashley requested the board to communicate budget needs, ideas for generating income, and to discuss with their committees' future goals and budget requests for April board meeting.

III. Strategic Discussion Items

- a. Conference Locations Statement
 - i. Purpose: Taking a stance against discriminatory laws in the states where conferences are held and explain how far in advance conference sites are selected.
 - ii. Letter to be sent to the mayor of Orlando and the Convention Visitor's Bureau.

- iii. The board engaged in discussion about the conference, statement, letter, and other actions that could be taken. Jenny read a draft statement and the board provided feedback.
 - b. Vice Presidents for 2023-2025 Terms
 - i. VP of Online Professional Development - Mark is terming off and Erin Lundblom, current chair of the Online Professional Development committee was recommended. Board engaged in discussion about the roles and responsibilities of the position and the future of the position. The board discussed selection of VP positions and the role of the committee members in the process. **Mark moved to appoint Erin Lundblom to a two-year term as VP of Online Professional Development effective July 1, 2023. Tricia seconded. Motion passed unanimously. MOTION CARRIES**
 - ii. VP of Research and Academic Affairs – Shubha stepped out of the meeting for this discussion. Shubha is willing to a second, two-year term. Board discussed the role and responsibilities of the position and how scholarships are reviewed, and the calibration of reviewers. **Mike moved to extend Shubha in the position of VPRAA for another two-year term beginning July 1, 2023. Tricia seconded. Motion passed with 10 voting in favor and 1 absent. MOTION CARRIES. Mark moved to that the role of VPRAA be examined by the presidents and the VPRAA for clarity and workload before July 1, 2023. Tricia seconded. Motion passed with 10 voting in favor and 1 absent. MOTION CARRIES.**
 - iii. VP of Admissions – Rachel stepped out of the meeting during this discussion. Rachel has agreed to serve a second two-year term. The board discussed the roles and responsibilities of the position and the data initiative. Megan shared some information about the future of CSDCAS. **Ashley moved to extend Rachel in the position of VPA for a second two-year term beginning July 1, 2023. Mike seconded. Motion passed with 10 voting in favor and 1 absent. MOTION CARRIES.**
 - iv. VP of Clinical Education – Kevin stepped out of the room during this discussion. Kevin has agreed to a second two-year term. The board discussed the roles and responsibilities of the position, the future of the modules, and the Essential Functions document. **Mark moved to extend Kevin in the position of VPCE for a second two-year term beginning July 1, 2023. Shubha seconded. Motion passed with 10 voting in favor and 1 absent. MOTION CARRIES. JoAnne moved that the role of VPCE be examined by the presidents and VPCE for clarity and workload before July 1, 202. Mark seconded. Motion passed with 10 in favor and 1 absent. MOTION CARRIES.**

- IV. Executive Session
 - a. JMS Contract
 - b. Executive Director Transition
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Friday, January 20, 2023, 8:30 a.m.

Absent: Jenny Taylor

- I. CAPCSD Board Training
 - a. Dr. William T. Lewis Sr. conducted a training session for the Board titled “Building a Culture of Belonging with an Inclusive Mindset”
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Saturday, January 21, 2023, 9:00 a.m.

Absent: Jenny Taylor and Maya Clark

- I. **Continued Strategic Discussion Item - Bamdad/ Simpson**
 - a. The board discussed the wording for the conference location discriminatory laws statement. There was also discussion for ways conference attendees to be involved at the conference. **Mike moved to approve the conference location discriminatory law statement as stated in Appendix A below. Mark seconded. Motion passed with 8 in favor, 1 abstention, and 2 absent. MOTION CARRIES**
 - b. CSDCAS Agreement with Liaison – Rachel provided an update on the status the agreement review by CAPCSDs attorney and our request for a new agreement that includes liability for the data. Liaison’s attorney is reviewing CAPCSDs request.
 - c. Scholarship Committee Recommendations
 - i. Shubha reported there was an increase in applications in all three scholarships. The Ph.D. scholarship reviewers are assigned by area of expertise. Ideas for streamlining the review process and performed in a timely manner were discussed.
 - d. ChatGPT- The board discussed ChatGPT and the implications in education. They considered CAPCSD’s role as a leader and discussed the possibility to offer a well-paneled discussion, webinar, monitoring, social media posts, promoted on the website and in the newsletter. ChatGPT also impacts applications. A good starting point would be for each committee chair to put this out as a topic for discussion as to how it can impact each committee’s area.
- II. **Approval of November 2022 Minutes - Secretary, Cascia**
 - a. **Mark moved to approve the November 15-16, 2022, meeting minutes as submitted by the secretary. Mike seconded. Motion passed with 9 in favor and 2 absent. MOTION CARRIES**
- III. **Consent Agenda - Secretary, Cascia**
 - i. **Rachel moved to approve the consent agenda listed below. Mike seconded. Motion approved with 9 in favor and 2 absent. MOTION CARRIES**
 1. Consent Agenda
 - a. January 2023 Board Reports
 - b. Motions approved unanimously by email.

- i. IPE/IPP Information Exchange supplemental hours approved January 10, 2023
- ii. Annual AMC Evaluation format approved January 10, 2023

IV. Collaborative Discussion Items, Board and Staff Members

- a. Slate of Nominees: The Nomination Committee recommend Katie Strong for President Elect and Christie Needham for Secretary. The Board discussed the Nominations Committee review process with multiple candidates for each position. Rachel suggested that the Board be provided with the documentation of the procedure. **Rachel moved to accept the slate as presented. Ashley seconded. Motion passed with 8 in favor, 1 abstention and 2 absent. MOTION CARRIES.** The Slate of Nominees will be sent to member programs for a vote after the April business meeting.
- b. Honors and Awards Committee: The committee recommends two Distinguished Contributions Awards: Donna Colcord and The Founding Board of Directors of Teaching and Learning in Communication Sciences and Disorders (TLCSD) (Sarah Ginsberg, Colleen Visconti, Jennifer Friberg, Jerry Hoepner, and Mark DeRuiter). **Ashley moved to approve the Founding Board of Directors of TLCSD to receive the Distinguished Contribution Award. Shubha seconded. Motion passed with 8 in favor, 1 abstention (Mark De Ruiter) and 2 absent. MOTION CARRIES. Mike moved to approve Donna Colcord for the Distinguished Contribution Award. Mark 2nd. Motion passed with 9 in favor and 2 absent. MOTION CARRIES. Mike said the committee also recommends Raquel Anderson for the Excellence in Diversity Award. Ashley moved to approve Raquel Anderson for the Excellence in Diversity Award. Jennifer seconded. Motion passed with 9 in favor and 2 absent. MOTION CARRIES**
- c. Salary Survey – Rachel led a discussion about conducting the next Salary Survey: when should it go live; what incentive structures could be in place; the downside and benefits of outsourcing. It was decided to get a quote for outsourcing, have the survey live prior to the conference and results available in November. Incentives will be discussed further.
- d. April Joint Meeting with ASHA
 - i. Mark stated that ASHA publishes the data from the Salary Survey.
 - ii. Deborah to have a conversation with ASHA about the Salary Survey agreement, partnership, and receiving the raw data.
 - iii. Rachel - Advisor Toolkit will be discussed.
 - iv. ASHA Faculty Development Institute - they have asked for space at the conference for focus groups. Shubha and Tricia volunteered to attend their focus group at the CAPCSD conference.
- e. Strategic Plan Update - Kevin invited everyone to view his monthly report to see how he links his report to the strategic plan. Using this format will be discussed at the next meeting.
- f. Dashboards- As you go through a monthly cycle, let Deborah know if there are additional dashboards that would be helpful.

- g. Conversation about the VPRAA position - Shubha gave an overview of what her role entails: liaison for CAA and AAB); for the past 2 years a liaison for the ASHA Ad Hoc Committee on Entry Level Requirements for master's degree in SLP and AUD that has been time consuming but ending soon; Monitoring Officer for the Scholarship and IPP/IPE Committees. The Board discussed the process and components of the position, and how it can be restructured. Shubha suggested that it would be beneficial for one person to serve as liaison for ASHA, perhaps by a committee member. She said it is also important to make intentional space in research for members. There was discussion about ways the Journal can be involved, including an incentive; considering some new ideas to redistribute funds to create new opportunities for students and members; using the word "fellow" rather than "scholarship recipient". The board will think about these things and provide Shubha with some feedback. Ned asked about using Zoom rather than GoToMeeting for IPE/IPP Information Exchanges and webinars. The advantages and disadvantages were discussed. Ned will investigate this further.
 - h. Conversation about the VPCE position - Kevin described his position and reviewed details about what his role entails. Working with the Essential Functions taskforce for SLP and AUD, going through feedback from constituents and put together a report and summary. He will be asking for more direction from the Board as to where to go with the outcomes. He is also the Monitoring Officer for the Clinical Education committee working on monitoring and updating the eLearning modules. The committee has looked at 10 modules as they relate to DEI and general currency. They have just handed in changes to course 3. Kevin serves as liaison to the CFCC. There was discussion around the concept of providing recognition of clinical educators who achieve a higher level of knowledge and skills. There is some synergy between clinical education and resources at CAPCSD and an opportunity to look at a recognition system. This very much aligns with the mission to support clinical educators. Kevin would like to have a more informed discussion with the Board in the future and set a strategy for recognition options. Rachel asked if the committee has looked at other allied health fields for similar; the committee will be doing this. The Board discussed the idea of a Clinical Educator/Director Institute/Academy separate from the conference that could occur every other year with attendees paying a fee to attend. Kevin will ask his committee to review the ideas and generate a plan. Regarding the overall workload of the VPCE position, Kevin feels that the work now has the necessary resources.
 - i. **Mike moved to approve Lynne Hewitt as the next chair of the Honors and Awards Committee for a two-year term beginning July 1, 2023. Rachel seconded. Motion passed with 9 in favor and 2 absent. MOTION CARRIES**
- V. **Executive Session** - The board met for an executive session.

Respectfully submitted,

JoAnne Cascia, Secretary

Appendix A

Conference Location Discriminatory Law Statement

CAPCSD recognizes that the locations of future conferences may pose concerns for some of our members. We further recognize that we have member programs in states with laws that may make members feel unsafe and vulnerable. CAPCSD contracts with conference location sites many years in advance and considers many factors when making a site selection. CAPCSD is committed to supporting all members, wherever they may reside, and making our stance against discrimination known. The CAPCSD Board will continue to communicate our stance against discrimination to convention visitors' bureaus as we engage in our conference planning.

Approved by the Board of Directors

January 21, 2023