

CAPCSD Board Meeting Minutes - Approved
Friday, May 19, 2023
Via Teams

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

CAPCSD Board Members Not Present: Michael Bamdad (*Past-President*); Ashley Harkrider (*Treasurer*); Rachel Theodore (*VP of Admissions*)

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

- I. Jennifer Taylor, President
 - a. Call to order and welcome.
 - b. Jenn S. moved to approve the consent agenda and April 2023 Board Meeting minutes. Maya seconded. 6 approved. 0 opposed. 0 abstained. **MOTION CARRIES**
 - c. Motions approved via email and read into minutes:
 - i. Motion to appoint Diane Williams to the Honors and Awards Committee for a two-year term beginning July 1, 2023. 11 approve. 0 oppose. 0 abstain. **MOTION CARRIES**
 - ii. Motion to appoint Christi Masters and Jonette Owen to the Clinical Education Committee for a two-year term beginning July 1, 2023. 11 approve. 0 oppose. 0 abstain. **MOTION CARRIES**
- II. Operational and Collaborative Discussion Items
 - a. CAPCSD Board of Director emails to be managed and prepared for July 1, 2023.
 - b. Salary Survey - JoAnne moved to approve the DataWise proposal of \$6,950 to prepare the 2023 Salary Survey. Shubha seconded. 7 approved. 0 opposed. 0 abstained. **MOTION CARRIES**
 - c. Call for Nominations Committee Process - Jenn recapped the proposed nomination process for committee members. There was discussion about some general questions to include on the application along with the CV to make the process easier. Jenn reviewed the timeline: nomination deadline March 1; appointments made in early May and terms begin July 1. Nominees can apply for more than one committee and the board will discuss potential nominees at the April board meeting. Jenn moved to approve the new nomination process for committee members as presented. Kevin seconded. 8 approved. 0 opposed. 0 abstained. **MOTION CARRIES**
 - d. Conference Recap - Tricia gave a conference recap and shared some feedback from attendees. She remarked that one area to further explore are sessions on

mental health. Tricia asked board members to think about topics that they or their committees would like the Conference Planning Committee to consider due to her by June 9th. The committee will consider some new delivery options for upcoming conferences. Jenny suggested that the Conference Planning Committee connect with the Online Professional Committee about virtual options.

- e. Resolution Update – Jenny reported that she talked with the member who submitted the resolution on conference locations and they are not putting forward another resolution at this time. They will instead work as a team with CAPCSD and volunteer for committees. During the discussion they talked about all gender bathrooms, adding pronouns to speaker information, and adding captions to slides for hearing impaired. They also asked to meet with the Conference Planning Committee prior to the conference to discuss how to incorporate inclusionary considerations into conference from the LGBTQ perspective.
- f. DEI Academy Update – Maya shared that the feedback about the speakers and academy overall was positive. Jenny reminded the board that the DEI Academy and Admissions Summit will be offered in 2024 and The Lisa Scott Leadership Academy and Clinic Director Basic Training, in 2025. There was discussion regarding the planning for each of these strategically and the designated space at the conference hotels.
CSD Education Survey Agreement with ASHA – After a year of considerations, Jenny confirmed that the Board will give ASHA the required two-year notice to terminate terminating our agreement. The board indicated that they remain open to future discussions.
- g. Anti-Trust Policy - Ned discussed the importance for CAPCSD to have this policy to put in place to provide protection. He shared some examples of possible anti-trust discussion and there was discussion about resources should there be an issue. Mark moved to adopt the Anti-Trust Policy as presented. Tricia seconded. 8 approved. 0 opposed. 0 abstained. **MOTION CARRIES**
- h. Liaison Agreement – Deborah reported that there are two final proposed changes being considered that are under review by our attorney. Should anything further be needed, she will request a meeting with both attorneys.
- i. Budget Update
 - 1. Month Ending April 2023
 - a. YTD Income- \$1,048,444.43
 - b. YTD Expenses- \$1,285,044.63
 - c. YTD Net- (\$236,600.20)
 - d. Fidelity Investments- \$1.3 million
 - 2. Budget items are due to Ashley and Deborah by May 26
- j. Online Professional Development Committee – Mark moved to appoint Jacqueline Towson and Yunfang Zen to the Online Professional Development Committee for a two-year term beginning July 1, 2023. Jenn seconded. 8 approved. 0 opposed. 0 abstained. **MOTION CARRIES**
- k. Scholarship Committee - Shubha proposed to change to the name of the committee to the Academic Affairs Committee and expand the duties and tasks.

There was discussion and suggested edits were provided. Shubha will make edits and email the updated proposal to the board for a vote.

1. IPP/IPE Committee – Shubha announced that Lauren Bland’s term on the committee ends Jun 30th. She is retiring at the end of 2023-2024 academic year and would like to serve an additional year to help with the transition on the committee. Shubha moved to approve Lauren Bland for one additional year on the IPP/IPE Committee. Jenn second. 8 approved. 0 opposed. 0 abstained. **MOTION CARRIES**
- m. Scholarships - The board discussed items they wanted the committee to discuss from the April meeting. Shubha will bring the items to the committee for discussion for the June.
 - i. Follow-up Reminders
 1. ASHA Ad hoc committee in re-Design entry level for SLP
 2. DEI resources for members - Strategic Plan
 3. Social Media plan- Strategic Plan
 4. Communication plan - connecting with members
 - ii. June Newsletter Items
 1. Announce new Executive Director
 2. Salary Survey
 3. Interstate Compact
 4. Membership renewal time

Respectfully submitted,
JoAnne Cascia, CAPCSD Secretary

Call for Committee Nominations Procedures

Announcement: The list of vacancies and information will be shared broadly (website, social media, and emails) each year on February 1st.

Application Deadline: March 1st each year

CAPCSD is seeking nominations for the following committees:

Staff and VPs work together to list committees needed volunteers (identify if SLP, AuD or either are needed)

Post link to CAPCSD Policies and Procedures that describe committees and responsibilities.

What are the benefits of serving CAPCSD in a volunteer role?

Already defined bullets will be shared.

What kind of time commitment can I expect?

VP writes narrative or provides bullets describing commitment.

Desired Qualifications

VP lists qualifications needed to successfully complete the work of the committee.

Required Materials

- Letter of interest expressing your qualifications and how you would contribute to the committee and its work.
- Applicant's CV

Submit materials in one PDF to admin@capcsd.org with the name of committee you are applying to in the subject line.

The Process

Each application is reviewed by the monitoring Vice President and final appointments are made by the CAPCSD Board of Directors. All appointments are for a 2-year term and begin July 1.

Nominees will be notified with the results by early May.

Use a form – general information, qualifications.

Discuss as a board to review potential candidates to avoid overlap.

Can apply for more than one committee.

Proposed Antitrust Policy

State and federal laws prohibit the exchange of information among competitors regarding matters pertaining to price, refusals to deal, market division, tying relationships and other topics which might infringe upon antitrust regulations.

CAPCSD shall not facilitate any opportunity, such as webinars or conference sessions, that would result in the exchange of pricing information. CAPCSD's volunteer leaders shall not engage in the exchange of such information during any formal or informal CAPCSD meetings, breaks, meals, networking events, or other social gatherings.