

CAPCSD
Board of Directors Meeting Minutes Approved
Conference Call
December 20, 2018

Board of Directors Present: Lisa Lucks Mendel (*President*); Ann Eddins (*President-Elect*); Mark DeRuiter (*Past President*); Katie Strong (*Treasurer*); Lisa Scott (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Vikram Dayalu (*VP for Academic Affairs & Research Education*) Elaine Mormer (*VP for Clinical Education Resource Development*); Jennifer Simpson (*VP for Strategic Initiatives*); Jennifer Taylor (*VP for Organizational Advancement*)

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

I. Mendel called the meeting to order at 12:00 p.m.

- a. From ASHA meeting with CMS regarding clinical education in Medicare Part A settings: Not much information has been released beyond what ASHA sent out to their membership via email. We are continuing to monitor.

II. Secretary (Scott)

- a. November 2018 minutes edits have been sent. Scott will send another draft out for electronic approval once all edits have been made.
- b. Electronic **MOTION** to approve purchase of GrowthZone for CAPCSD's new database/website system. **MOTION CARRIED UNANIMOUSLY** on 11/27/18.
- c. Salary survey
 - i. 126 programs participating as compared to 174 in 2016, with 1,481 faculty. Average salary is \$82,333. Do we want to continue with this? Will put on the agenda for the April F2F meeting.
 - ii. This also raises the question of whether we want to continue to submit Salary Survey and CSD Survey for presentation at ASHA because of expense to CAPCSD and low attendance (8 at CSD Ed Survey, 2 at Salary Survey presentation) at the ASHA sessions. Discussed where the best place is for CAPCSD dissemination of data: website, sessions at the annual conference. Need to discuss with ASHA that we may not participate in ASHA presentation(s) on these topics in the future. Taylor has already discussed this with Loretta Nuñez in regards to the CSD Survey.
- d. Strategic plan. Will resend the draft of objectives with proposed timelines and monitoring officers for the Board to contribute/modify. We will finalize the document at the January Board meeting.

III. Staff report (Ortiz, Campbell)

- a. Database follow-up.

- i. GrowthZone was scheduling 8-9 weeks out to start because they had signed up quite a few new clients. JMS staff discussed that starting April 22 made the most sense to avoid start up while staff are very involved in conference activities, and GrowthZone accepted that start date and will provide staff with information to prepare in advance of the April 22 start, including access to trainings.
 - ii. The goal is to complete the launch in 8 weeks (by end of fiscal year).
- b. Please contact Mike McDaniel to make flight arrangements for San Diego.
- c. CAPCSD office will be covered next week during the holidays but will be a skeleton crew.

IV. President-Elect Report (Eddins)

- a. Changes to the Policies & Procedures manual
 - i. Clarification about financial support to Conference Planning Committee (CPC) for the conference. It hasn't been spelled out in P&P in the past.
 - ii. Presidents and Treasurer have agreed to proposed new CPC reimbursement language (outlined in the Conference Planning Committee section of the P&P).
 - 1. Committee members are expected to be at conference prior to pre-conference sessions.
 - 2. Will be compensated via: (a) Roundtrip airfare booked through CAPCSD travel agent, (b) complimentary registration, (c) up to 6 nights' hotel, (d) ground transportation, and (e) any additional meals not included with conference.
 - 3. MOTION to accept changes to the Policies & Procedures manual delineating Conference Planning Committee expenses for attending the annual conference. **MOTION CARRIES.**
- b. AAA Clinical Education Forum
 - i. Mendel, Mormer, and Eddins have been interacting with AAA in regards to AAA Clinical Education forum on Saturday morning of the 2019 AAA meeting. Will be titled "Infusing EBP in AuD Education" and will talk about how EBP is infused within classroom and clinic, covering best practices in diagnostics and rehab, maybe vestibular depending on speakers, and possibly also international perspectives. Aiming the presentation towards preceptors vs. academics.

V. Past President Report (DeRuiter)

- a. Membership
 - i. 301 member programs, 4 affiliates
 - ii. Still working on affiliate application
 - iii. Has also been discussing international programs and their status/applications with Ortiz. Will bring more information on this topic to January Board meeting.
- b. Honors & Awards: DeRuiter is writing one, we have one or two that have come in. Deadline has been extended to December 31.

- c. Nominations: If you are aware of people who might be great potential candidates, please forward names to DeRuiter or Heidi Verticchio so that we will have a slate to review at the January Board meeting.
- d. February Medicare webinar: Next webinar is scheduled for February 13, 2019. Dee Nikjeh (SLP Chair on ASHA Healthcare Economics committee) will join webinar. Nikjeh, Varnedoe, and Verticchio are going through previously submitted questions. Theme will probably be “Having Difficult Conversations” (with administrators and others re: Medicare).
- e. Subcommittees for ASHA Graduate Education in SLP committee: DeRuiter’s role is on subcommittee related to accreditation and future of grad ed in SLP. Committee will next meet via teleconference in early January 2019; next F2F will be in June 2019. DeRuiter will roll off Board June 30 so Board will need to decide if DeRuiter should continue to be our representative after he is off the Board.

VI. Treasurer’s Report (Strong)

- a. Financial status as of November 30, 2018:
 - i. Fidelity (investments) = \$602,527.55
 - ii. FirstBank (checking) = \$30,604.53
 - iii. FirstBank (savings) = \$141,079.91
 - iv. **Total Assets: \$774,211.99**
- b. Budget report: On track with budget right now.
- c. Annual review: Completed on 11.21.18 for fiscal year ending June 30, 2018. No specific recommendations were made.

VII. VP for Program Resource Development (Bamdad)

- a. San Diego conference (2019)
 - i. Everything is going well. CFP and Invited speakers have all been notified.
 - ii. GrowthZone won’t be online in time for the conference, so we will still be using JMS Thrive for registrations.
 - iii. Conference fees this year will be \$400 for individuals from member programs.
 - iv. Registration will open in early January.
 - v. The 20 Leadership Academy participants have been confirmed. Bamdad will send a message to the 3 alternates that the first 20 have accepted, but we’d like to keep them on an alternate list until March 15. If one of the 20 participants backs out before March 15, we’ll notify them, and ask whether they still want to attend. Board confirmed that being selected an alternate now doesn’t make them an alternate for or a priority applicant for future years.
 - vi. Leadership Academy/Board lunch: Discussed making a formal introduction to start to frame the interaction a bit.
- b. Conference app will permit us to have advertisers to pay to be on the app.
- c. Future sites

- i. Campbell visited Portland and was optimistic about it as a future conference site. Expenses were covered by the Portland Convention and Visitors' Bureau. Bamdad and Campbell will likely do a site visit on CAPCSD expense in the future.
 - ii. Mendel should receive the Atlanta contract for review and signature yet today.
 - iii. Orlando: K. Abney is working with Hilton Bonnet Creek to get first draft of contract together.
- d. Someone had posted on FB about conferences being more family friendly. Will discuss at January Board meeting about ideas about how we might be more family friendly and what we might be able to offer at this year's meeting. Campbell will bring information to January meeting.

VIII. VP for Clinical Educator Resource Development (Mormer)

- a. Clinical Educator Resource Committee member /approval: At November Board meeting, it was decided that the committee should be expanded to 4 members, with a chair who is not also the VP. Mormer has discussed with one committee member about possibly chairing, and has recruited Lee Robinson from BYU to be a 4th member. MOTION to approve Lee Robinson to become a member of the Clinical Education Resource Committee. **MOTION CARRIES.**
- b. Met with State Education Agencies Communication Disorders Council (SEADAC) at November 2018 ASHA meeting, and that organization is very interested in having access for their members to the eLearning courses. Mormer has been working with SEADAC to promote access and methods to let these SLPs contact CAPCSD member programs to gain access to the courses. May need to communicate to member programs that they could be contacted by SLPs looking for access codes.
- c. Will discuss whether we need a policy about charging for these kinds of groups to have access at January Board meeting.
- d. eLearning Course 4 review: Reviewers are being recruited and will be working with Campbell to get the review completed by April 2019 conference.
- e. Working with EDC on slight re-design of the course sites. EDC is also working on a repository of dissemination templates that programs can use and will be presented at April meeting.
- f. Clinic Director Basic Training: 28 of 30 participants are filled, working to fill last 2 seats.
- g. Attending CFCC meeting in February where there will be discussion about certification for assistants.

IX. VP for Academic Affairs & Research Education (Dayalu)

- a. Committees
 - i. IPE/IPP committee working to get a blog feature added to current webpage.
 - ii. Dayalu had a time conflict and wasn't able to attend last Academic Affairs Board (AAB) meeting. From their minutes, AAB was pleased with the pre-conference

on teaching in basic sciences held at November 2018 ASHA convention. Submit a proposal to ASHA BOD to have a 2020 symposium to share evidence-based teaching practices. Possibility that it could be held at University of South Florida.

iii. CAA meeting at ASHA: Emphasis was on how compliance is worded in the future, doing away with “partial compliance.”

- b. Scholarships – Final numbers for review
 - i. 48 Laven applications
 - ii. 25 PhD applications
 - iii. 25 Plural applications

X. VP for Organizational Advancement (Taylor)

- a. CSDCAS
 - i. Had a very successful exhibit at ASHA. Four programs indicated they will be joining during next cycle.
 - ii. Next cycle is extended to be open from July 15-June 15. This will allow programs who don't fill classes in their first attempt to continue to try to fill a cohort.
 - iii. Met with EMP rep to set goals for the year.
 - iv. Reminder to send communication plan to Taylor.
 - v. Woods' title has officially been changed with JMS.
 - vi. Working with committee, Ortiz, and Mendel to complete transition to VPOA, Woods' responsibilities, and the CSDCAS Committee Chair's role.
 - 1. Should the timeline for the committee be modified so that they can have a F2F meeting at CAPCSD? Will CAPCSD pay for their travel/hotel? Not all committee members attend the conference.
 - 2. May need to discuss the structure of the committee and revisit its charge. Charge was just reviewed/revised in November, and has been shared with Chair and Woods last week.

XI. VP for Strategic Initiatives (Simpson)

- a. Need to discuss Media Strategy Committee at January Board meeting. Simpson will look at P&P manual, see how committee has evolved and if needed, bring a proposal for new language to refine committee charge/responsibilities.

XII. January agenda (Mendel)

- a. Strategic plan finalization
- b. Communications plan
- c. Discussion about how to monitor/involve volunteers
- d. Possible solution to late summer/early fall cashflow issues
- e. Affiliates membership

XIII. Meeting adjourned at 1:20 p.m.