

**CAPCSD Board Meeting
Approved Minutes
GoToMeeting
February 25, 2019**

Board of Directors Present: Lisa Lucks Mendel (*President*); Ann Eddins (*President-Elect*); Mark DeRuitter (*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. President – Mendel

- a. Sent a condolence letter to Frances Marion University
- b. President's Winter Update went out on 2.25.19
- c. Announcement about cancelling the conference in Charlotte was included in the newsletter. Mendel will let Board know if she receives any feedback.
- d. VPs should look at committee descriptions in the P&P to check for accuracy.
- e. Volunteer form is being updated based on the feedback at January F2F Board meeting. Once finalized, the next President's update will encourage people to reach out and complete the form if they want to be more involved.
- f. Have received a notice from one student so far regarding the April 15th deadline; the student was asked to confirm acceptance by March 1st. Mendel sent a letter to the university reminding about the April 15 deadline.

II. Secretary – Scott

- a. Motion to approve 2.1.19 Executive Session Minutes. **MOTION CARRIES**
- b. Minutes for January 30-Feb 2 face-to-face Board meeting are still being edited. Will send out for electronic approval as soon as final edits are received.
- c. Scott is still investigating governance models for nominations and voting slates. Will have several options for the Board to review at the April 2019 face-to-face meeting.
- d. The Member General Education Committee is being formed. Mark DeRuitter has agreed to serve as its first Chair, and Kenn Apel as its first member. Proposed other members were discussed.
- e. Scott is scheduling a conference call with C. Murphree-Holden to discuss the Distance Education committee membership.

III. Treasurer – Strong

- a. Sent each VP treasurer's report if they had expenses during January.

- b. As of Jan. 31, 2019:
 - i. Fidelity Investments - \$619,731.91
 - ii. First Bank Checking - \$105,774.23
 - iii. First bank Savings - \$61,129.23
 - iv. **Total - \$786,635.37**
- c. Will continue to work on reserves and other policies and will give an update in March and will present proposed policy at April meeting.

IV. Staff Report – Ortiz, Campbell

- a. Staff updates
 - i. Office staff is engaged and helping with conference tasks, Leadership Academy and Clinic Director Basic Training
 - ii. Campbell, Ortiz, and Woods met last week and started GrowthZone workbook to give GZ information for onboarding content for the new database.
 - b. New website
 - i. Staff have identified 2 website platforms that would work with a preference for one that was shared with Simpson and the Presidents
 - 1. Needs for moving forward
 - a. Who's going to write content?
 - b. Need lots of photos
 - i. May have usable photos from past years when we've paid for a photographer.
 - ii. Do we have themes of pictures we need?
 - 1. Research, therapy, teaching
 - 2. Invite members to contribute photos
 - c. Identify what we want on home page
 - i. Ortiz asked VPs to take a look at current webpage and think about what needs to be kept relative to their areas, what could be added/re-organized.
 - ii. Review Mission & Vision statements – do they need to be updated?
 - d. The Media Strategy Committee can be helpful for creating some of this, and they are eager to engage.
- c. Updates regarding future conferences
 - i. Charlotte has been canceled and the ConferenceDirect representative has been informed.
 - ii. Spending time now closely monitoring the status of the room block, making other changes as needed.

V. President-Elect – Eddins

- a. Two additions to CAPCSD's Policies & Procedures Manual
 - i. Add that the Past President has responsibility of solicitation of RFPs from AMCs once every 5 years. Doesn't mean we will change, just that we will solicit RFPs to ensure we are getting the best service possible at the most efficient price.

1. JMS contract renews in May 2019 for next 3 years. Will send out an RFP according to this timeline in May 2021. Ortiz will make a note in the Board calendar.
 2. Motion to accept changes to the Policies and Procedures Manual to solicit RFPs for AMCs every 5 years. **MOTION CARRIES.**
- ii. Created an Appendix discussing what to do when major changes are happening with Committee chairs and members (e.g., no longer needing a chair, changing size of committees). Includes Board annually reviewing performance of chairs and members. Eddins will send this out for Board to review and we can modify/approve on next call.

VI. Past President – DeRuiter

- a. Update on nominations
 - i. Everyone who was nominated has accepted their nominations and are filling out bio documents.
- b. Honors & Awards
 - i. Talked with one of the Honors nominees to let her know that she is being awarded for Distinguished Contribution instead and she is happy with that decision.
- c. ASHA Graduate Education in Speech-Language Pathology Committee
 - i. Work is ongoing. Challenges/conversations are happening regarding whether there should be “tracks,” e.g. adult vs. child, medical vs. educational.
 - ii. Kimberlee Moore (ASHA staff person) has a broad range of understanding in both accreditation and certification and has excellent contributions to the meetings.
- d. New appointments to the Honors and Awards Committee
 - i. Dianne Meyer from Rush is ending her term on June 30, 2019.
 - ii. DeRuiter talked with Messick and Nelson about the possibility of Judy Vander Woude as the 3rd member. She is interested and willing. Motion to appoint J. V.W. to Honors and Awards committee. **MOTION CARRIES.**

VII. VP for Program Resource Development – Bamdad

- a. 2019 Conference is being fine-tuned re: details.
- b. Talked with Campbell regarding future conferences (Orlando and Portland, specifically).
 - i. Dates for both overlap (Orlando, 1 day; Portland, 3 days) with the end of Passover, but end of Passover is less of an issue than the beginning.
 - ii. We have had 2 occasions in the past where this has happened.
 - iii. Best solution is to ensure venue has menu selections available that are acceptable.

VIII. VP for Clinical Education Resource Development – Mormer

- a. eLearning course renovations
 - i. Campbell and Mormer met with EDC to clarify issue of how long people can stay on the server.
 1. If someone starts a course but doesn’t finish within 6 months, will get an email that they’ll be removed from the course
 - ii. EDC is adding captions to all the videos.
 - iii. Inventory of all readings and all media in courses now exists.
 - iv. Course 4 is out for review, should wrap up in the next couple weeks.

- v. Targeting Course 3 Launch by conference, Course 4 after that.
 - vi. Users for month of January 2019 have significantly increased from December 2018. 235 users in January 2019 with 962 modules consumed.
 - vii. Office has an email blast ready to go out in 1-2 weeks to remind membership about modules, also working with Simpson to put information out on social media.
- b. Clinical Education Resource Committee
 - i. Invitations have been sent out to 2 individuals to join committee. One has accepted, still waiting to hear from second person.
 - c. CFCC meeting report
 - i. Online certification application is in final test form. When someone applies now, the program signatories will get a notification in their ASHA account that there are applications waiting for signatures.
 - ii. How will each department do this? Have asked for a demonstration of the system at CAPCSD.
 - iii. SLP subcommittee has done work on updating the CF Skills Inventory.

IX. VP for Academic Affairs and Research Education – Dayalu

- a. Headed to ASHA for CAA meeting on Friday. Will report back to Board in March.
- b. No updates from the ASHA Academic Affairs Board or IPP/IPE committee right now.
- c. Scholarships
 - i. Looking for timely completion of reviews (2/28/19). Most reviewers have responded that they will meet deadline.
 - ii. Should have information by the end of the week on recommendations for Plural, Laven, and PhD awardees.
 - iii. Dayalu will send an email to the Board for final approval of awardees vs. waiting for March call.

X. VP for Organizational Advancement – Taylor

- a. CSD Education Survey
 - i. Had several talks with Heidi Wilson, Judy Blackburn, and Loretta Nunez (all from ASHA). Unfortunately, the survey is moving to a new platform this year and previously populated data will not be populated this year.
 - ii. Modifications proposed were reviewed last week. Some of the questions and data input should be simpler in the new system.
- b. Communication Plan
 - i. Taylor has distributed the Communication Plan to the Board.
 - ii. Short discussion about how Media Strategy Committee will interact with the plan.
 - 1. Ideas about what they would like to include and how often they'd like to update social media would be helpful.
 - 2. Preliminary ideas include highlighting Leadership Academy graduates, various CAPCSD committee members, etc.
 - 3. The Committee has 11 different categories of items they want to share on social media. Simpson will share with Taylor.

- c. Operating Guidelines
 - i. Some people have made changes directly on the document that Taylor has sent to the Board.
 - ii. Taylor will send out a clean copy with all changes incorporated and we can approve on March call.
- d. CSDCAS Committee
 - i. Ortiz and Taylor have initiated a bi-weekly call with Woods. Were direct, honest, and open about where the Board stands on Woods' role. Woods also gave feedback on her perception of her role thus far and insights about the committee in general.
 - ii. Taylor had a call with CSDCAS Committee chair and Woods last week and it was productive.
 - iii. A regular call schedule has been established with Liaison and Woods.

XI. VP for Strategic Initiatives – Simpson

- a. Small website committee with Cara Boester and Judy Vander Woude. Do we want to engage them with ideas for photos etc.?
- b. Contacted Lori Nelson about the NAPP money discussed in January's meeting but haven't heard back from her as of this date.
- c. Media Strategy Committee Membership
 - i. Five people are on the committee, 3 have terms ending in June 2019 but those individuals want to continue. Motion to renew those members for another 2 year term (July 1, 2019-June 30, 2021) was made and tabled until March call.

Meeting was adjourned at 1:15 pm.

Respectfully submitted,

Lisa A. Scott