

**CAPCSD Board of Directors Meeting
Approved Minutes
Jan. 31-Feb. 2, 2019
Phoenix, AZ**

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*)

THURSDAY JANUARY 31, 2019

OFFICER REPORTS & UPDATES

- I. **President Mendel called the meeting to order at 2:03p MT**
 - a. Reviewed the agenda.
 - b. Strategies for CAPCSD Branding
 - i. Discussion about CAPCSD branding via name badges for the Board to wear during the conference. Decided that metal badges would be appropriate but will only list Board position, not individual names. Badges will be turned back in to the Executive Director at the end of the meeting.
 - ii. Pins similar to ASHA Fellow pins will be purchased for Past Presidents and distributed.
 - iii. Note cards with CAPCSD logo on them will be ordered to be used for thank you notes, condolences.
 - c. Time conflict with ASHA’s Researcher-Academic Town Meeting
 - i. This was brought up at the 2018 November ASHA/CAPCSD joint Board meeting. ASHA staff met and emailed Ortiz this past week; they will not change the timing of the Town meeting. CAPCSD instead will change its pre-Business meeting reception to start 15 min. earlier. As long as the CAPCSD Business meeting and the ASHA RATM are in the same building, it shouldn’t present a big problem.
 - d. Provided an update on the AuD Education Task Force
 - i. Working groups finished their work last summer and the Task Force then wrote an initial draft of report and shared with the working groups. The Task Force got feedback from some members that there weren’t enough “teeth” in some of the recommendations, so the report is being revised right now.
- II. **Secretary (Scott)**
 - a. Read into minutes the electronic approvals for 2 increases of \$5,000 for CSDCAS fee waivers, the first approved by the Board on December 21, 2018 and the second approved on January 17, 2019.
 - b. MOTION to approve November 12, 2018 Board meeting minutes. **MOTION CARRIES.**
 - c. MOTION to approve December 20, 2018 Board meeting minutes. **MOTION CARRIES.**

III. Treasurer's Report (Strong)

- a. Financial status as of December 31, 2018:
 - i. Fidelity (investments) = \$609,312.19
 - ii. FirstBank (checking) = \$70,135.08
 - iii. FirstBank (savings) = \$61,118.18
 - iv. **Total Assets: \$740,565.45**
- b. CAPCSD just received an invoice for an imminent payment from CSDCAS.

IV. JMS Staff Report (Ortiz, Campbell)

- a. General updates
 - i. Just approved a membership from Universidad Ana G Mendez Recinto de Gurabo (formerly Universidad del Turabo)
 - ii. Approved an application from Springfield College for undergrad membership
- b. Status of Charlotte 2021 conference location
 - i. Mendel has signed contract for Atlanta Marriott Marquis 2021 to replace Charlotte. Now need to let Westin Charlotte, Charlotte Convention & Visitor's Bureau, and Catherine McKemie from Conference Direct know that we are cancelling the contract.
 - ii. How will we account for the funds we've held in reserve for the Westin Charlotte? Campbell thinks we'll get a zero-ed out invoice. Then, we need to make an announcement to the membership.

V. VP for Program Resource Development's Report (Bamdad)

- a. 2019 Conference update
 - i. Everything is going well. Invited speakers have all been contacted and confirmed.
 - ii. Individuals can now register for the conference and reserve a hotel room
 - iii. At-A-Glance is being modified to fit sessions having to be moved around.
- b. Family-friendly options at this year's conference
 - i. Concern about options that we might implement: can be costly and how many attendees would actually use it? What if we provide a list of options in the community to the participants vs. us providing services?
 - ii. Could CVB provide this information for us?
 - iii. Campbell will work with the San Diego CVB for information on family-friendly options (e.g., babysitting, local attractions, etc.) and we can make this information available at the conference registration area.
- c. Leadership Academy tracking
 - i. Once someone goes through LA, they get an evaluation survey sent via SurveyMonkey. The questions are very subjective, but it's difficult to analyze the outcomes. Bamdad is proposing we also include 5 point scales to the survey to provide a better snapshot of outcome data.
 - ii. Bamdad also proposed sending out an annual survey to alumni to find out how they are using what they've learned and shared potential questions. Board discussed adding questions about possible barriers to leadership participation, such as changes in roles within programs, family, health constraints.

- d. Bamdad emphasized the need to gather quantitative information for the annual conference so that Conference Planning Committee can utilize information from the past several years, not just the most recent conference and key words.
- e. Discussed ideas for website and social media for promoting conference (e.g., history of the conference, why would someone want to attend)
- f. Three-year plan to increase conference registration/vendor fees
 - i. Attendees
 - 1. \$400 this year for attendee registration in 2019; food costs in Austin were \$493 per person.
 - 2. Proposing \$425 for 2020 and 2021
 - 3. Increase to \$475 in 2022
 - ii. Exhibitors fees
 - 1. Nonprofit exhibitors were charged \$500 in 2018, food costs were \$493 so we made \$7/non-profit sponsorship
 - 2. 2019 Exhibitor fees are set at \$600 (non-profit)/\$900 (corporate)
 - 3. Further increases for later years are being studied
- g. Portland as an option for 2022?
 - i. Campbell went to Portland to investigate it as an option for a West Coast location.
 - ii. May be an option for 2 Hiltons that are across the street from one another that we could use for sleeping rooms and some meeting facilities. May know more about this option in the next 2 weeks.
 - iii. Denver will be the 2022 back-up if Portland doesn't work.

VI. VP for Organizational Advancement's Report (Taylor)

- a. CSDCAS happenings
 - i. Attendance at specialized CSDCAS training in San Diego on Wednesday afternoon has had 2 participants from one department (separate programs) requesting to attend. **MOTION** to approve only one participant attendee from the program. **MOTION CARRIES**
 - ii. Overall applicant numbers in CSDCAS are down in comparison to the number of programs we added; Liaison reports that this is true across the board in all health-related professions.
 - iii. EMP
 - 1. The first student-oriented campaign reminding students to complete their applications was sent out, with a 67% click-open rate.
 - 2. Second campaign launches on Jan. 31, encouraging students to apply to more than 1 program. Data show that if students apply to 4.2 programs, they get into at least 1.
 - 3. Liaison is supporting us with writing the emails that go out to students via EMP and this is standard practice (for them to support the CAS).
 - iv. Board went into Executive Session.
- b. Taylor has developed a spreadsheet for a unified Communication Plan. Asked Board members to identify messaging for their roles/committees and bring to meeting on 2/1 to begin developing a final version. Current fields include:
 - i. Purpose
 - ii. How it goes out (e.g., email blast, FB posting, etc.)
 - iii. Frequency

- iv. Goal of the messaging
- v. Who “owns” the message being sent?
- vi. Audience selections

VII. VP for Strategic Initiatives’ Report (Simpson)

- a. Media Strategy committee
 - i. Continues to be eager and willing to post on FB, Twitter etc.
 - ii. Simpson has asked the committee to consider forming a strategic plan for the new website and their other communication that could be included in the P&P
- b. Lori Nelson, treasurer for the now-defunct National Association of Pre-Professional Programs (NAPP) contacted Simpson regarding \$2,000 that NAPP has in its funds. Nelson would like to donate it to CAPCSD for some kind of undergraduate initiative; could be supporting a speaker addressing undergrad issues, etc. Simpson will work with Nelson, Strong, and Ortiz to have the funds transferred. Board agreed that the best use of funds would be to support speakers for the annual conference presenting on undergraduate-related topics.

VIII. VP for Academic Affairs & Research Education’s Report (Dayalu)

- a. Updates on CAA & ASHA Academic Affairs Board (AAB)
 - i. AAB has decided it is not going to sponsor a teaching conference in 2020.
 - 1. Discussed possible alternatives, e.g., master class at ASHA like what was offered in Boston; align with a SIG; do something smaller in conjunction with an AAB meeting at ASHA.
 - 2. Push to support a PhD blog. Hasn’t gotten as much traction as they had originally hoped but still discussing options/ideas.
 - 3. Ongoing plan for the academic year.
 - ii. CAA – will attend meeting at end of February 2019. Big change in accreditation standards is “in compliance/non-compliance;” no longer any findings of “partial compliance.”
- b. Updates on IPE/IPP
 - i. Committee is continuing to be active. Trying to generate action and resources vs. simply engaging in discussion. Have set up a WhatsApp group for committee communication. Communicating regularly with Dayalu.
 - ii. Provides an opportunity for CAPCSD to engage with other organizations/subgroups, e.g., AAB.
 - iii. The committee has been starting to generate posts for a blog.
 - iv. Student participation on committee has been discussed, especially as it applies to the blog.
 - v. Also looking at adding an education setting focus to IPE because many resources out there are medically-oriented.
- c. Scholarship applications
 - i. Shifting to common opening and closing dates was a good move. All applications have been assigned to reviewers at this time.
 - 1. 25 PhD applications this year, 23 reviewers
 - 2. Plural – 39 applications
 - 3. Laven – 49 applications

- d. Follow-up on PhD scholarship awardees
 - i. Use a similar format as the Leadership Academy follow-up (i.e., SurveyMonkey sent out). Not important for there to be anonymity. Dayalu will send the proposed questions to the Board in an email.

FRIDAY FEBRUARY 1, 2019

IX. VP for Clinical Education Resource Development's Report (Mormer)

- a. Clinical Education Resource Committee update
 - i. Kevin McNamara (SLP) is the new chair of the committee
 - 1. Rotating off: Ellen Reuler (SLP)
 - 2. New member: Lee Robinson (SLP)
 - 3. Remaining: Carol Cokely (AuD)
 - 4. Looking for 1-2 additions for this committee. Possible members were suggested by the Board. Mormer will contact them to see if they are interested in serving.
- b. eLearning course update
 - i. Data
 - 1. 7,781 modules have been consumed since launch by 1,890 individuals.
 - 2. Avg modules per person = 3.8
 - 3. Presented additional data by course
 - ii. Courses 1 & 2 update
 - 1. EDC conducting renovations on the courses
 - a. Moving out "old" users who have been in the system for a while;
 - b. Cataloguing readings to mark them as optional;
 - c. Marking readings as specific to SLP or AuD and deleting links for materials that are no longer available; and,
 - d. Going from 6+ required readings per module to around 4.
 - 2. Course 3 will be launched prior to the CAPCSD conference
 - 3. Course 4 reviewers are currently getting access so that they can provide reviews.
- c. Clinic Director Basic Training content update
 - i. All speakers have accepted invitations
 - ii. Mormer will follow up with speakers in the next week
 - iii. Do we need follow-up (i.e., evaluation of outcomes) similar to Leadership Academy?
- d. Simulation eBook update and issues
 - i. It's complete
 - ii. Original contract was for \$560.00; there were some problems in the original book and it will cost an additional \$122.50 to fix them. MOTION to approve the additional expense of \$122.50. **MOTION CARRIES.**
 - iii. Choice of Creative Commons License, committee recommends "Attribution No Derivative Works," which means others can download the work but cannot change it in any way and must give credit.

X. Past President's Report (DeRuiter)

- a. Membership
 - i. 303 full member programs with 1 pending
 - ii. 4 affiliates
 - iii. Affiliate application has been created; needs to be changed into a fillable form and then will be available on the website.
- b. Honors and Awards
 - i. Committee: Cheryl Messick (chair), Peggy Nelson, Diane Meyer
 - ii. 2019 Awards
 - 1. Distinguished Contribution Award: 3 people will receive in 2019
 - 2. Honors of the Council: 1 person will receive Honors in 2019
 - 3. No one was nominated for the Diversity award
 - 4. MOTION to approve those nominated for the Distinguished Contribution and Honors of the Council awards for 2019. **MOTION CARRIES.**
 - iii. Committee recommended change in language that “Nominations for Honors and Awards received from multiple nominators are stronger nominations than those from single nominators.” The language would be changed on the website but not in the P&P.
- c. Nominations for Board of Directors
 - i. Discussion of possible nominations model change
 - 1. Consent slate: Associations are moving towards this, including ASHA, because such a small percentage of the membership votes. In this model, the Board would recommend President-Elect, Secretary, Treasurer and VPs, have an open period for comment, but then on July 1, the new Board is seated.
 - 2. Can previous Board members re-run?
 - 3. Encourage Nominations committee to do research on other organizations and how they go about nominating for the Board; what is best practice? Or should there be an ad Hoc committee?
 - a. Ad Hoc Committee: Scott, H. Verticchio, K. Apel?
 - ii. President-Elect: Motion to approve Michael Bamdad and Carol Dudding as the slate for 2019 President-Elect. **MOTION CARRIES**
 - iii. Secretary: Motion to approve Judith Wingate & Jayne Brandel as the slate for 2019 Secretary. **MOTION CARRIES.**
- d. Continued representation on ASHA’s Ad Hoc Committee on SLP Education
 - i. Next face-to-face meeting is June 2019.
 - ii. DeRuiter is on 2 subcommittees, would like to continue to serve as CAPCSD’s representative even though his term as Past President ends June 30, 2019; Board wants DeRuiter to continue.
 - iii. So far, there has been no cost to CAPCSD; ASHA has covered travel thus far. If costs become an issue, DeRuiter will bring costs back to Board for approval.

OTHER CAPCSD BUSINESS

XI. Strategic Plan (Scott)

- a. Modified some deadlines and added monitoring officer information. Scott will finalize the draft and email to the Board for final vote on Feb. 2, 2019.

XII. Discussion of Education New Initiative Proposal– Ethics Courses, Webinars, & Podcasts (Scott)

- a. General thoughts
 - i. May offer us new forms of revenue
 - ii. Ad Hoc committee on Education would report to VP for Strategic Initiatives. Discussed possible members for the committee.
 - iii. Reviewed specifics about Ethics courses, webinars, and podcasts as described in the proposal.
- b. Motion to approve the Ad Hoc Committee on Education, chaired by Lisa Scott, to move forward with providing input to the plan as described. **MOTION CARRIES.**

XIII. Ad Hoc Distance Education Committee New Initiative (Simpson & Scott)

- a. New Initiative proposal was reviewed.
- b. There may be confusion with other Education committee. Do we want to combine the 2 into an Ad Hoc Committee on Education, with sub-committees for Membership Education and Distance Education?
- c. Previous motion is still in force; Motion that a sub-committee on Distance Education be added to newly formed Ad Hoc Committee on Education. **MOTION CARRIES.**
- d. Scott will contact C. Murphree-Holden to chair the sub-committee on Distance Education.

XIV. Volunteers (Mendel & Ortiz)

- a. Mendel and Ortiz have been working on a form that volunteers would fill out if they were interested in participating in CAPCSD. The Board reviewed the form and suggested adding information about including volunteer’s expertise, timeline for appointments, etc.
- b. Form will be modified with suggestions and turned into “fillable” format to be posted on the website.

XV. Travel Policy Changes (Mendel & Eddins)

- a. Mendel and Eddins have made changes in the Policies & Procedures manual to reflect updates to the CAPCSD travel policy. Travelers will be reimbursed for:
 - i. Guaranteed/preferred/economy plus seats. Ideally, these requests should be made at time of booking.
 - ii. In-flight wifi service.
 - iii. One checked bag in each direction.

XVI. Registration and Honoraria for ASHA staff an ASHA Board members at the CAPCSD Conference (Bamdad & Campbell)

- a. AAA sends a complimentary registration to CAPCSD each year and we do so in return.
- b. What about ASHA? ASHA staff cannot have complimentary registration from CAPCSD. An ASHA Executive Board member can receive complimentary registration and/or an honorarium unless they are talking about something related to ASHA, then ASHA should pay for that person.
- c. CAPCSD will offer a free conference registration for an ASHA Executive Board member who is not already a part of the conference program.

XVII. ASHA sessions on Salary & CSD Education surveys

- a. Should ASHA present these data without our representation? If we want the data presented, CAPCSD should support a representative to co-present with ASHA staff. Taylor will discuss with L. Nunez from ASHA in Feb.
- b. Salary Survey should not be submitted for ASHA presentation.

XVIII. Salary Survey (Scott & Ortiz)

- a. 2018 Salary Survey is complete with an approximately 31% response rate.
- b. Should we go back to the membership and ask whether this information is used/valued? Could we put a link to the survey question on the conference evaluation? What about using an application like Poll.Everywhere or TopHat during the President's address to get member input on the value of the Salary Survey?
- c. Or, do we just need to push the awareness, e.g., linking it to the job posting board?

XIX. CSD Education Survey (Mendel, Taylor, Ortiz)

- a. Board members agree that it can be stressful to fill out every year.
- b. Could a template be created that could be used instead? Discussed this idea with Judy Blackburn (ASHA staffer) at the November 2018 ASHA meeting. Blackburn liked the idea. Could be a placeholder for data each year.

XX. Communications Plan (Taylor, Simpson, & Ortiz)

- a. Purpose for a Communications Plan is because we have so many different communications campaigns, and we are not fully utilizing EMP, which we are paying for.
- b. EMP can be used
 - i. To communicate with programs
 - ii. For registration for webinars
 - iii. To communicate with CSDCAS users, students
 - 1. CSDCAS already has its own personalized web page
 - 2. Liaison staff member is ready to build a CAPCSD page; however, we don't have good database with emails. This should resolve with the addition of the new database.
- c. Should we be spending time on cleaning up CAPCSD data for EMP, OR, do we just keep the focus on CSDCAS only?
 - i. We just paid \$13,000 for EMP and we're not using it.
 - ii. We don't have a budget for graphic design – this could be incorporated into the new database and probably for less money than what we spend on EMP.
- d. Reviewed the Communications Plan spreadsheet. It was suggested some additions be made to better clarify the communications plan. Everyone will send their additions to Taylor by the end of next week and she will incorporate them into the Communications Plan spreadsheet. The spreadsheet will then be shared via google docs for everyone to go in at their own convenience and incorporate their areas. Potential ideas were shared such as, announcing conference speakers and/or using social media to highlight a committee or committee member.

XXI. eLearning Issues (Mormer & Campbell)

- a. Distribution of codes for accessing eLearning courses
 - i. Codes have been sent to clinic directors, but the clinic directors have to get info out to their clinical educators/preceptors.
 - ii. A few different organizations have asked if they could have codes but we have said “no.”
 - 1. SEADAC has now requested codes. Gave the info to SEADAC reps in Boston.
 - 2. Marie Ireland/SEADAC wanted to send out in a newsletter advising SLPs to contact university programs asking for codes. Re-worked language to say, contact CAPCSD member programs for more information about the courses.
 - iii. Mormer was working on information to include in winter President’s letter; programs need a heads-up that people might be contacting them. Ireland’s newsletter had already gone out.
 - 1. CAPCSD office has not had any contact from member programs upset that random people are contacting them.
 - 2. Could have created a big issue with number of available seats in the courses.
 - iv. Mendel will include information about SEADAC in her President’s message.

XXII. Cash flow issues/reserve policy creation (Strong)

- a. Goal for the discussion is to generate something to take back to the Financial Advisory Committee, have them review and bring their recommendations back to the Board.
- b. We have cash flow issues in the summer.
 - i. Major revenue income is this time of year.
 - ii. After conference time, we realize less revenue and have a lot of expenses. This results in us having to move a lot of money out of savings into checking, and that money is not replaced.
- c. Look at reserve policies from other organizations, or do we have a sweep policy at end of fiscal year?
- d. Ortiz would like to keep \$50,000.00 as base figure in checking plus 2 months’ of JMS expenses.
- e. Will probably need to pay San Diego Marriott \$300,000.00 in cash up front because we don’t have a credit history due to circumstances beyond CAPCSD control.
- f. How does the money we keep in reserve affect our 501c(3) status?
- g. Questions:
 - i. Do we need to engage with an outside entity regarding financial planning?
 - ii. What are their thoughts about frequency of offerings for LA, CDBT
 - iii. What about scholarship amounts?
- h. Do we NEED to go back to the FAC with these questions?
 - i. Eddins, DeRuiter, and Strong will work together to review reserve policies and consider the questions.

XXIII. Current CSDCAS information

- i. Number of submitted applications: 36,819 (2.15% increase over last year at this same point in time).

- ii. Number of applicants that have submitted at least one application: 10,808 (1.54% increase over last year at this same point in time).
- iii. This represents only a small increase from overall CSDCAS numbers from last year, but we increased the participating universities by 12.33% in the last year, so we would have expected these numbers to be a lot higher. However, it is consistent with overall trends in healthcare education. This is where EMP can help us increase these numbers.

XXIV. Conference Planning Committee

- a. One member has significant family health issues.
 - i. Should we ask the individual whether stepping down from the committee would be helpful?
 - ii. Board decided to wait until March to determine whether the committee member needs to be replaced.
- b. Two member-at-large positions that need to be filled, with 12 applicants.
 - i. Motion to approve Heidi Verticchio and Valarie Fleming for 2 member-at-large positions. **MOTION CARRIES.**
- c. Considering defining roles for members-at-large so that they have specific tasks and adding a member to the CPC. Balance cost of an additional member by not having the Executive Director attend the conference planning meeting. Topic of additional member will be tabled until Board has more information about what roles of members-at-large would be.

XXV. Future of Clinic Director Basic Training (Morner)

- a. Had 60 applicants this year for 30 slots. Consensus is that CAPCSD needs to keep offering it, but probably not on a yearly schedule.
- b. What about taking a year off (2020) to evaluate the 3 different ways we've offered it and determine what seems to work the best? It's in the Strategic Plan to evaluate our programs, so this makes sense. Survey alumni to get their feedback.
- c. Clinical Educator Resource committee could focus on this after Course 4 is done.
- d. No Clinic Director Basic Training will be offered in 2020.

XXVI. Date & location of summer Board meeting (Mendel)

- a. Location options: Minneapolis, Chicago, Nashville, Philadelphia, Salt Lake City, Seattle, Portland
 - i. It was decided that Campbell should pursue options for Portland for 2019 summer board meeting.
 - ii. The current members of the Board were asked to keep 7/11-7/20 open.
 - iii. January 2020 meeting will be held in Atlanta.
- b. Winter meeting will likely go back to being held at future conference sites.

XXVII. Spring 2019 conference call schedule (Mendel)

- a. February, March, May
- b. Mondays 11:30-1:00 Eastern
 - i. Feb. 25
 - ii. March 18
 - iii. May 13

XXVIII. Joint Board meeting with AAA in April (Mendel)

- a. Catherine Palmer sent an email to Mendel asking whether we can consider the following question: "What can AAA do to help CAPCSD and its membership given that we are entering a disruptive time in Audiology practice and therefore a potentially challenging/changing time in Audiology education?"

XXIX. Update on AAA/CAPCSD Clinical Education Forum (Eddins)

- a. Jay Hall, Scott Griffiths, Lisa Mendel, and Ann Eddins have been working on it. The focus will be on teaching EBP: especially focusing on preceptors – diagnostics, rehab, and vestibular. It's scheduled for 4 hours.
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SATURDAY FEBRUARY 2, 2019

XXX. Cadmium

- a. Price is going up 5% as of January 1, 2019 but because Campbell has provided so much feedback to the company regarding problems with the software, that they have corrected not only for us but all Cadmium users, they are delaying CAPCSD's increase a year.

XXXI. Using Doodle for electronic voting

- a. Last 2 fee waiver votes have been made using Doodle, is this preferred over sending individual emails to the Secretary?
- b. Agreed that this method, in addition to using email voting as an alternate, is acceptable.

XXXII. Fee waivers

- a. We had budgeted for \$15,000 for fee waivers this year, but we are approaching \$25,000 this year. We may want to budget \$25,000 to start next year.

XXXIII. Responsibilities of Committee Chairs, VPs, and Staff (Mendel)

- a. Improving communication between JMS and Presidents has gone well. Quarterly phone calls and monthly email communication are being used.
- b. What is the responsibility of VP/Committee chairs vs. staff?
 - i. Differences in how VPs interact with their committees, and that affects how staff are involved, e.g. taking minutes; communicating with VP vs. staff.
 - ii. Some of the conflicts may come from not having clear definitions about roles/responsibilities of chairs/committee members/VPs.
 - iii. Chain of command – committee member -> chair -> VP -> Presidents -> staff.
- c. Board members will go back to the Policies & Procedures to review what responsibilities are included, and then create operating guidelines to share with committee and chairs.
- d. When planning for next year's budget, be thinking about JMS staff time for support on any project.
- e. VPs need to make sure to communicate with Chairs about responsibilities and role of staff vs. going to VPs. Perhaps a Chair orientation would be useful, using a template, and coming from another Board member (e.g., the Presidents), or having a volunteer orientation at the

conference led by the Board, and also do a GoToMeeting. Board asked Campbell to find a room for a Volunteer Recognition Luncheon at the 2019 conference.

- f. Add to P&P that it is Chair's responsibility to take minutes or assign a committee member to do it vs. asking staff to do so.

XXXIV. Policies & Procedures Manual Approval & Vote (Eddins)

- a. Travel policy (referenced earlier in the minutes) wording changes.
- b. Motion to accept changes as discussed yesterday related to travel. **MOTION CARRIES.**

XXXV. Renting a house in Orlando for ASHA

- a. 15 bedroom/bathroom house with meeting space may be a possibility for Orlando convention. Board asked Taylor to investigate the nightly cost; it may be cheaper per person than a regular ASHA hotel, even if some individuals leave after the Board meeting and don't attend the ASHA convention. Would have to Uber to/from convention site. Would still be a cost savings to CAPCSD and the Board members because of the reduced nightly cost, being able to cater in lunch for the Board meeting for \$15pp vs. paying hotel catering cost, etc.
- b. Taylor will investigate and work with Campbell to determine whether this might be a viable option, and bring info back to the Board.

XXXVI. EXECUTIVE SESSION – JMS Price Increase

XXXVII. Vice President for General Education

- a. Given the nature and amount of work involved in getting the new Education initiative off the ground, there may be a need to have a VP for General Education as a temporary 2 year term (not a permanent Board position) to oversee the work.
- b. Motion to approve a temporary Vice President for General Education beginning July 1, 2019 through June 30, 2021, with Lisa Scott as the VP. **MOTION CARRIES.**

Meeting adjourned at 11:07 am.