

CAPCSD
Board of Directors Meeting Approved Minutes
Conference Call
October 18, 2018

Board of Directors Present: Lisa Lucks Mendel (*President*); Ann Eddins (*President-Elect*); 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 p.m.

II. President's Report (Mendel)

- a. ASHA-CAPCSD agenda items for November Board 14th meeting.
 - i. Loretta Nunez from ASHA has reviewed the agenda items we sent, made a few changes, but we have not yet received ASHA's agenda items. We will get the final agenda prior to the meeting on 11/14/18.
- b. JMS annual review
 - i. Presidents had call with Josie Hall (JMS) on October 17, 2018, after putting together an annual review template that included overall JMS performance and specifics related to Ortiz and Campbell. Woods's performance was not included because she hasn't been in the position for a year yet.
 - ii. One outcome from the conversation was to schedule a monthly email check-in on/around the 15th of each month to check on additional charges etc. and add quarterly conference calls with Presidents.
 1. This will give us a better handle on JMS workload, possible overages that we'll be billed for, and allow us to stay on budget with regards to management.
 2. The revised hours negotiated in July seems to be working well; however, selection and implementation of a new database is impacting hours already, even though the selection process has not yet been finalized.
- c. November Boston meetings
 - i. Be thinking about agenda items for F2F Board meeting on 11/13/18.
 - ii. Also, begin preparing for the Business Meeting on 11/14/18.
- d. Past President's Report (on behalf of DeRuiter)

- i. Report from ASHA AdHoc Committee on Graduate Education in SLP summit meeting. The committee’s charge is: to gather data and synthesize information into a report, by addressing the questions in the charge with ongoing conversation. Questions:
 - 1. What are the rationale and data indicating whether optional, post-entry-level clinical doctoral programs in speech-language pathology in the United States should be accredited?
 - 2. What are the rationale and data indicating what is needed to adequately prepare future speech-language pathologists (SLPs) to enter the profession?
 - 3. What input do ASHA members and other key stakeholders have regarding (a) which aspects of the current model of entry-level education for speech-language pathology in the United States are serving the profession and the public adequately now, and in the near future, and (b) which aspects are not?

- e. Treasurer’s Report (on behalf of Strong)
 - i. Financial status as of September 30, 2018:
 - 1. Fidelity (investments) = \$616,621.43
 - 2. FirstBank (checking) = \$109,519.63
 - 3. FirstBank (savings) = \$187,644.83
 - 4. **Total Assets: \$913,875.89**
 - ii. Budget revision needed
 - 1. The revised budget from 9/2018, had a calculation error, leaving us with a shortage of approximately \$19,000.
 - 2. Board discussed different ways to handle this shortage to try to balance the budget. A proposal was made that we have an unbalanced budget this year only; it is an unusual year because of the expense of the database, but a necessary expense and we still may be able to break even at year end.
 - 3. Board agrees that best practice is to have a balanced budget and will ask the Financial Advisory Committee to help develop policy related to this.
 - 4. MOTION to approve modification of operating budget to reflect a projected final deficit of \$18,794.33. **MOTION CARRIES.**

III. Secretary’s Report (Scott)

- a. Approval of Minutes from September 2018 meeting
 - i. MOTION for approval of September 2018 minutes. **MOTION CARRIES.**

- b. MOTION (Electronic) to approve CSDCAS committee recommendation to change the application from identifying “gender” to “legal sex” to be consistent with US Title IX language. Further, the four designation choices will be “male,”

“female,” “non-binary,” and decline to state.” **MOTION CARRIED UNANIMOUSLY via email 9.28.18.**

- c. **MOTION** (Electronic) to approve the Clinic Director Basic Training Application Review Committee members: Lee Robinson (BYU); Cheryl Messick (Pitt); Valarie Fleming (TX State); and, Tammy Frederickson (Colorado-Boulder). **MOTION CARRIED UNANIMOUSLY via email 10.12.18.**
- d. Salary survey update
 - i. Salary survey has been launched and as of 10/15, we have received 41 responses (14% response rate).
 - ii. Neil Carlson (Calvin Survey Research) said that in the past, we’ve completed the Salary Survey project with 150 responses, so we may need to divide up non-responding institutions and call them to ask them to participate.
 - iii. Carlson will provide an update the week of 10/22/18. Closes 11/15.
- e. Strategic Plan update
 - i. Scott presented the draft outcome priorities submitted by Board members.
 - ii. A discussion was held re: plan for narrowing the list of outcomes; Consensus is that Scott will create a survey for Board to rank our top 3 outcome choices for each area to narrow the focus for another draft of the plan.
 - iii. Plan will be edited for a final draft presented for approval at November F2F Board meeting in Boston and presented to membership at the November Business Meeting.

IV. Staff Report (Ortiz, Campbell)

- a. Ortiz
 - i. Membership update. All programs have renewed except 3. Ortiz, with the help of JMS staff, made multiple (email, phone call) attempts to reach out to these 3 programs with no responses to either email or phone calls.
- b. Campbell
 - i. Strike in Marriott hotels
 - 1. The Unite Here labor union, which employs non-management personnel for Marriott-owned hotels in 8 cities, have gone on strike.
 - a. 4 hotels related to the ASHA convention are part of the strike (i.e., Aloft, Element, W Boston, or Westin Boston Waterfront).
 - b. If Board members are staying at one of these 4 hotels, should have received an email from ASHA Housing regarding the strike.

- c. Our Board meeting and our Business Meeting are at Westin Waterfront.
 - i. It can handle staffing and food/beverage needs for our meetings, but there will likely be a picket line outside the hotel.
 - ii. Will the strike cause any of our members feel like they can't reach the meeting because of the picketing? Maybe. Decided that the Board should communicate to our members advising them of the strike/picket lines by including information about it in the blast email that will go out about the Business Meeting so that they are aware and prepared to make a decision about whether to cross the picket line.
 - iii. Ortiz, Campbell, and Mendel will draft an email.
- d. The strike includes the 2019 annual conference hotel in San Diego, but hopefully the strike will be resolved by then.

V. President-Elect's Report (Eddins) – No report

VI. VP for Academic Affairs & Research Education's Report (Dayalu)

- a. Scholarship Update/Reviewers
 - i. Scholarship site is open, closes 11/15/18.
 - ii. The review committee is on target for completing reviews in Feb.
 - iii. Ortiz is currently fielding questions from potential applicants.
- b. IPE/IPP committee
 - i. The committee has been active, and has submitted a presentation for the 2019 annual conference that will address 4 different institutional IPE perspectives/models.
 - ii. Also talked about the use of a platform for engaging member programs, building repositories of information related to IPE (e.g., presentations, papers, including a forum for ongoing discussions), hopefully in a blog format.
 - iii. Dayalu is scheduling regular follow up calls with committee.
- c. ASHA Academic Affairs Board (AAB) report
 - i. Dayalu participated on a conference call with AAB. Focus was on the pre-convention workshop that AAB is supporting related to pedagogy and undergraduate education.
 - ii. The AAB is also getting traction on development of a PhD blog, centered around attracting UG and MA level students to consider PhD education.

VII. VP Program Resource Development Report (Bamdad)

- a. Updates on 2019 Conference and Leadership Academy
 - i. Conference planning is going well. We received 99 submissions in the call for papers.
 - 1. Reviews were supposed to be completed by 10/19, but because of the impact of Hurricane Michael, the review deadline has been extended to 10/26. There is space on the program to accept 12-14 proposals.
 - 2. Invited sessions are organized.
 - ii. Leadership academy
 - 1. Received 76 completed apps that will be reviewed by mid-November. A phone call with the review committee is scheduled for 11/20/18 to make the final selection, and notifications will be sent to applicants on November 30th.

- b. Update on site selection for future conferences
 - i. 2021 – Atlanta (potentially replacing Westin Charlotte)
 - 1. Bamdad, Campbell, and Kathy Abney (3rd party site selection manager) traveled to Atlanta last week of September to review 5 potential properties; 2 have emerged as leading contenders for our business and we are awaiting final proposals.
 - 2. The website still indicates that the 2021 conference will be held in Charlotte. That will need to be changed and members notified, but Campbell wants to wait until we have a contract in hand for an Atlanta property before this happens. We hope to make some kind of announcement about the possible change at the November Business Meeting.
 - ii. 2022 – planning to solicit proposals from locations in the Pacific Northwest
 - iii. 2023 – Orlando. Bamdad, Taylor, Campbell, and Abney visited 4 properties the first week of October. All were good options, but the final selection has been narrowed down to 2. Campbell and Abney are now working with hotels to try to figure out best option to negotiate.

- c. Leadership Academy follow-up webinar was held earlier this month, led by Jeff Buller and attended by 8 Leadership Academy alumni.

VIII. VP Clinical Education Resource Development (Mormer)

- a. Update on eLearning Courses
 - i. September 2018 usage is much higher than a year ago.
 - ii. For discussion at November F2F meeting:

1. State Education Agencies Disability Council contacted DeRuiter; really interested in having access to modules without going through universities.
 2. They have up to 1000 people that would like to have access to this.
 3. This has come up at other times with other agencies, so we need further discussion.
- iii. Morner and Campbell met with staff from EDC.
1. Working on a template for member programs to use when disseminating information/codes. Want to make it an easily accessible resource.
 2. Also discussed planning for meeting with EDC on Nov 12 in Boston. During meeting, they will review feedback from surveys and which parts of courses are used most heavily for maintenance, necessary changes.
- b. Update on Clinic Director Basic Training
- i. 60 applications were received; slightly down from previous 2 years but this year is different because years of experience was limited to under 5
 - ii. Reviewers are completing reviews now, following same timeline as Leadership Academy with reviews due by Nov. 15 and decisions sent out by Nov 30.
- c. Clinical Education Resource Committee Activities
- i. Meeting Monday 10/22.
 - ii. Working on presentation for annual conference to focus on tools programs can use to disseminate info about courses.
 - iii. Committee will be working on own suggestions/ideas.
 - iv. Gearing up to do peer review of course 4.
- d. The 3rd Medicare webinar was held on 10/17 with 94 attendees. A 4th will be scheduled for February.

IX. VP for Organizational Advancement Report (Taylor)

- a. Update on CSD Education Survey
- i. Calls that Board members made have had an impact already.
 - ii. We are hoping for 100% participation; we've been as high as 96% in previous years. Presenting data from last year's survey at ASHA on Thursday evening.
- b. CSDCAS updates
- i. Taylor, Woods, and Mandulak attended a F2F meeting with Liaison in September and developed a list of projects:
 1. Developing an overall timeline for CSDCAS activities
 2. Updating all program agreements.

3. Working with Campbell and Bamdad for space for a potential additional session at 2019 annual conference on top of the CSDCAS Problem-Solving/Information Exchange pre-con.
- ii. Deeply studying EMP and potential ways to use it, as Liaison is unlikely to release us from the contract for next year. If we make sure to use it in the next year, it will help us decide whether we want to renew the contract again.
 1. Taylor is attending biweekly training for EMP.
 2. Reaching out to other CAS groups about how they use EMP.
 3. We should be using it to send out all of our communication via email. Taylor is planning to develop 4 email campaigns, 2 for students and 2 for programs so that we can try/evaluate the EMP system.
 - a. It does permit registration for webinars, even collecting a registration fee if needed.
 4. At the November F2F Board meeting, Taylor plans to present a new title and job description for Woods for Board approval. New title/description will better align with what she's doing, other CAS models.

X. VP for Strategic Initiatives Report (Simpson)

- a. Update from Database Selection committee
 - i. Ortiz, Campbell, Woods, Scott Hall (JMS), Simpson, C. Boester and J. Vander Woude have participated in review of 5 databases, and demos of top 3 on
 - ii. Will do more due diligence on the top 2 contenders.
 - iii. Simpson asked the Board that If we have any info we want to gather through new DB system that's out of ordinary (i.e., not just demographics), to please let her know so the committee can gather questions for companies.
 - iv. Question arose re: whether one will have a greater learning curve over another. Answer is "maybe" for JMS office staff, not as much so for Ortiz/Campbell/Woods. Those 3 may need to travel to Denver to work with JMS office staff for F2F training, won't know for sure until we know which system we're going with.
 - v. Timeline: Goal is to have a final selection made and start implementing in 3 months. Strategic roll-out on how/what aspects of new system to implement right away vs. could wait for 60 days, etc.

XI. Next meeting will be Tuesday November 13 in Boston at the Westin Boston Waterfront hotel.

- a. Breakfast at 8:00 am, meeting commencing at 8:30 am.
- b. Be thinking about agenda items and what could be held until January.
- c. A Board dinner will be organized for Tuesday night after Board meeting.
- d. Other Boston responsibilities:
 - i. ASHA-CAPCSD joint Board meeting Wednesday Nov. 14 @ 11:00 am
 - ii. CAPCSD Membership Business Meeting Wednesday Nov. 14 @ 5:30 pm

XII. Meeting adjourned at 1:20 pm Eastern time.

Respectfully submitted,
Lisa Scott