

**COUNCIL OF ACADEMIC PROGRAMS  
IN COMMUNICATION SCIENCES AND DISORDERS**

**Executive Board Meeting  
Stirling Conference Center  
Innisbrook Golf Club and Resort  
Palm Harbor, Florida  
April 9, 2008  
8:45 am EDT**

**Minutes  
Approved 5/30/08**

Members Present: Hooper (President), Masterson, Fox, Kimelman, Laven, Mendel, Messick, Reuler, Small  
Members Absent: Schwarz

I. Call to Order

- The meeting was called to order at 8:45 am EDT by Celia Hooper, President

II. Agenda Review

- The agendas for the CAPCSD EB meeting and the joint CAPCSD/ASHA EB meeting were reviewed

III. Minutes Conference Call 3/20/08

**Motion (Mendel/Masterson): The minutes of the CAPCSD EB conference call meeting on 3/20/08 were unanimously approved.**

IV. CAPCSD EB Calendar

- The 2007-08 CAPCSD EB calendar was reviewed
- The CAPCSD EB summer meeting will be June 18 & 19 in Portland, Oregon

**Action: Reuler will develop the 2008-09 CAPCSD EB Calendar for distribution at the June CAPCSD EB meeting.**

V. Membership Report

- Laven distributed the membership report which included one new member
- Dues notices will be sent to programs following the CAPCSD Conference

VI. April 15 Deadline for Students with Financial Aid Offers

- Hooper reported that she emailed several programs regarding the April 15 deadline agreement for student to respond to offers of financial aid
- Hooper also sent a reminder to all programs regarding this agreement in the President's Report

## VII. 2008 CAPCSD Conference Update

- Small reported that there were 400 registrants for the conference; this is the largest attendance in the history of the conference
- There will be increased costs for the transportation to the dinner boat cruise due to increased fuel costs; the reception cost for that evening will be less as many attendees will be on the boat cruise

**Motion (Reuler/Kimelman): Small will be reimbursed \$25.00 for the leis purchased for those on the dinner boat cruise. Unanimous Approval.**

- The number of room nights contracted was at least 200 nights over the contract; as a result, the CAPCSD will not be charged for no-shows

**Action: Small will make update announcements throughout the CAPCSD Conference as necessary.**

- The PhD Forum will include discussion groups

**Action: Fox will create a summary from the discussion groups at the PhD Forum and will distribute it following the conference.**

## VIII. Treasurer's Report

### A. 2007-08 Budget

- Mendel distributed the 2007-08 budget report and reviewed income and expenses through 3/31/08
- Interest income is currently \$12,358.00 which is higher than projected

### B. 2008-09 Proposed Budget

- Mendel distributed the proposed 2008-09 budget
- The EB reviewed the proposed budget line-by-line
- The budgeted funds for the Summer Institute in 2008 will be used in 2009 in addition to funds that were not used in 2007
- Cost for updating and redoing the CAPCSD website were discussed

**Action: The CAPCSD website needs and plans for updating will be a discussion item on the EB meeting agenda in June 2008.**

- Mendel recommended that the EB purchase additional computer projectors

**Action: Funds to purchase two additional computer projectors for use at CAPCSD conferences that are the same as the one the EB purchased earlier this year were added to the 2008-09 proposed budget.**

**Action: Upon approval of the budget, Mendel will purchase two additional computer projectors for use at the CAPCSD conferences.**

- The proposed 2008-09 budget, as recommended by the CAPCSD EB, has expenses at \$263,600.00 and income at \$267,750.00.

**Motion (Masterson/Fox): The proposed 2008-09 CAPCSD budget was unanimously approved.**

**Action: Mendel will send the approved budget to the CAPCSD EB electronically.**

**Action: The approved budget will be presented at the CAPCSD Membership Meeting on April 12, 2008.**

#### XIV. Scholarship Committee

- Rebecca McCauley chaired the Scholarship Committee for 2008
- Progressus is offering a \$3000.00 scholarship for a non-PhD SLP student for 2009

#### VX. Related Professional Organizations

##### A. National Black Association of Speech-Language and Hearing (NBASLH)

- Hooper will attend the April 2008 NBASLH meeting where she will be recognized and have the opportunity to talk about what CAPCSD is doing

##### B. AAA

- Hooper attended the AAA Annual Conference in April 2008

**Action: The CAPCSD EB will make an effort to have a joint CAPCSD/AAA EB meeting each year.**

##### C. CSAP

- Reuler gave update on CAPCSD/CSAP joint committee
- A report on the work of the joint committee will be presented at the CSAP meeting in May 2008

#### XVI. CAPCSD Membership Meeting Agenda

- CAPCSD EB reviewed the agenda for the Membership Meeting on April 12, 2008
- CAPCSD EB reviewed the procedures for nominations and resolutions

#### XVII. CAPCSD EB Terms of Office

- The CAPCSD EB discussed the advantages of 3-year terms for CAPCSD Officers and Vice President positions

**Action: Kimelman will investigate requirements to change the bylaws to increase the terms for CAPCSD EB members from 2 years to 3 years.**

XVIII. Doctoral Survey Analysis Committee

- Hooper will be the CAPCSD EB Monitoring Officer for the CAPCSD/ASHA joint committee to analyze data from the Doctoral Survey
- Two CAPCSD members will be suggested for the committee

XVIII. Adjournment

- The meeting was adjourned at 2:30 pm EDT

**Motions**

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**Motion (Reuler/Kimelman): Small will be reimbursed \$25.00 for the leis purchased for those on the dinner boat cruise. Unanimous Approval.**

**Motion (Masterson/Fox): The proposed 2008-09 CAPCSD budget was unanimously approved.**

**Actions**

**Action: Reuler will develop the 2008-09 CAPCSD EB Calendar for distribution at the June CAPCSD EB meeting.**

**Action: Small will make update announcements throughout the CAPCSD Conference as necessary.**

**Action: Fox will create a summary from the discussion groups at the PhD Forum and will distribute it following the conference.**

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