



Meeting Minutes
Council of Academic Programs in Communication Sciences and Disorders
Board of Directors Meeting
Friday, March 28, 2025

CAPCSD Board of Directors Present: Tricia Montgomery (*President Elect*); Jennifer Simpson (*Past President*); Christie Needham (*Secretary*); Heidi Verticchio (*VP of Professional Development*); Kevin McNamara (*VP of Clinical Education*); Shubha Kashinath (*VP of Research & Academic Affairs*); Erin Lundblom (*VP of Online Professional Development*);

CAPCSD Board of Directors Absent: Katie Strong (*President*); Ashley Harkrider (*Treasurer*); Maya Clark (*VP of Organizational Advancement*); Rachel Theodore (*VP of Admissions*)

Staff Present: Ned Campbell (*Executive Director*); Mandie McKenzie (*Director of Professional Development*)

Call to Order

Jennifer Simpson, Past President

- Meeting was called to order at 10:03 AM EST

Approval of Consent Agenda

Jennifer Simpson, Past President

- [Board Reports](#)
- [Staff Report](#)
- ***Motion to approve the February 9-11, 2025 Board of Directors meeting minutes.***
Approve: 11 Deny: 0 Abstain: 0. Motion Carries
- ***Motion to approve the February 21, 2025 Board of Directors meeting minutes.***
Approve: 10 Deny: 0 Abstain: 1 Motion Carries

Motion: to approve the consent agenda.

Approve: 7 Deny: 0 Abstain: 0

Motion Carries

Treasurer's Report

submitted by Ashley Harkrider, Treasurer

February 28, 2025

- a. YTD Income - \$760,452.24
- b. YTD Expenses - \$536,766.54
- c. YTD Net Income – \$223,685.70
- d. Fidelity Investments – \$2,180,986.43

Discussion of committee member selection process to prepare for selection during April meeting.

- Board members should review the volunteer list and come to the April board meeting with suggested candidates for their committee. Please also bring a possible alternate in case it is needed. This may be of particular importance if someone has requested to serve on multiple committees.

Committee Descriptions

- Board members should take time to review the committee descriptions located on the CAPCSD website and provide updates as needed.
- In addition, Board members should look at the Policies and Procedures for their committees. Please make any necessary changes in the next couple of weeks so that a final draft can be presented for vote at the April Board meeting.

Logo Wear Sales

Ned Campbell, Executive Director

- The Board discussed quantities for logo apparel to be sold at the 2025 CAPCSD conference.

Motion: to approve the presented budget for CAPCSD branded merchandise to be used and sold at the 2025 CAPCSD conference.

Approve: 7 Deny: 0 Abstain: 0

Motion Carries

Director of Centralized Admissions/CSDCAS Update

Ned Campbell, Executive Director

- JMS contracted with Liaison to complete the work of the Director of Centralized Admissions for a period of 60 days. Ned will be meeting weekly with Liaison during this time.
- A job posting for the Director of Centralized Admissions will be forthcoming and shared.
- Megan provided helpful and thoughtful insight to JMS as they prepared the job posting, description and qualifications.

Education Survey Update

Christie Needham, Secretary

- The secretary updated the Board on the status of the online webinar typically held in May to share the results of the ASHA Education survey with CAPCSD membership. It was decided that this webinar would be better utilized in the fall after further analysis of results could be applied to current needs in higher education.

CAPCSD Learning Communities

- The IPP/IPE learning community held its last meeting this month.
- The Competency Based Education Learning Community officially launched on Tuesday March 25, 2025.

Preparing for April Meeting

- Vicki Clark will join us for the all-day meeting on Tuesday in April. The Board will also extend the Wednesday meeting from half day to full day.
- Board members should remember that the Annual Business Meeting will take place on Saturday morning during the conference. Colleen has already updated the business meeting slides which will be distributed shortly for Board review. Please make all necessary revisions as soon as possible to the slides.

- The Board discussed the direction of the ASHA/CAPCSD joint meeting and goals for the April meeting.
- The AAA/CAPCSD joint meeting will occur in April, please forward any ideas for this meeting to Katie and Ned.

Meeting Adjourned: 10:38 AM EST

Respectfully submitted,

Christie Needham, Secretary