



**Council of Academic Programs in Communication Sciences and Disorders
Board of Directors Meeting
Minutes
Sunday, February 9, 2025-Tuesday, February 11, 2025**

CAPCSD Board of Directors Present: Katie Strong (*President*); Tricia Montgomery (*President Elect*); Jennifer Simpson (*Past President*); Christie Needham (*Secretary*); Ashley Harkrider (*Treasurer*); Heidi Verticchio (*VP of Professional Development*); Maya Clark (*VP of Organizational Advancement*); Kevin McNamara (*VP of Clinical Education*); Shubha Kashinath (*VP of Research & Academic Affairs*); Erin Lundblom (*VP of Online Professional Development*); Rachel Theodore (*VP of Admissions*)-arrived Monday, February 10, 2025

Staff Present: Ned Campbell (*Executive Director*)

Sunday, February 9, 2025

Call to Order

Katie Strong, President

- Called to order at 8:08 AM CST

Approval of Consent Agenda

Katie Strong, President

- Board Reports
- Staff Report
- **Motion to approve the December 3-4 CAPCSD Board of Directors meeting minutes.
Approve: 10 Deny: 0 Abstain: 1
Motion Carries**
- **Motion to approve the December 4, 2024 NBASLH meeting minutes.
Approve: 10 Deny: 0 Abstain: 1
Motion Carries**
- **Motion to appoint Deann O'Lenick to assume the position vacated by Rachel Glade.
Motion Carries**
- **Motion to appoint Kimmerly Harrel to assume the position vacated by Margaret Sudimack.
Motion Carries**

Motion to approve the consent agenda

Approve: 10 Deny: 0 Abstain: 0

Motion Carries

Approval of Draft Minutes – ASHA/CAPCSD Meeting

Katie Strong, President

Motion to approve the minutes of the ASHA/CAPCSD Meeting.

Approve: 10 Deny: 0 Abstain: 0

Motion Carries

Discussion of ASHA/CAPCSD Joint Meeting

Katie Strong, President

- The Board talked through the discussion held at the ASHA/CAPCSD joint meeting in December 2024. The meeting focused on the difficulties surrounding off-site placements.
- The Board discussed possible ideas to help create a more collaborative environment between the two organizations and optimize time at the next joint meeting.

Strategic Planning

Katie Strong, President

- The Board reviewed the suggested changes to priorities and objectives.
- The Board then actively evaluated objectives for target start and completion dates.

Motion to accept the revisions to the 2024-2027 strategic plan.

Approve: 10 Deny: 0 Approve:0

Motion Carries

CAPCSD Honors and Awards

Jenn Simpson, Past-President

- The Honors and Awards Committee is still working on reviewing and will present their recommendations to the Board via virtual meeting to be held in February 2025.

CAPCSD Board Nominations/Slate

Jenn Simpson, Past-President

- The Nominations committee completed review of applicants for Secretary and President-Elect. The Nominations committee shared the following slate:
 - President Elect: Christie Needham
 - Secretary: Kelly Rutherford

Motion to accept the slate as proposed by the Nominations committee presented by Jenn Simpson.

Motion Carries

Strategic Planning-Volunteer Engagement

Katie Strong, President

- The Board began discussions around volunteer engagement including recruitment, onboarding, and engagement.
- One challenge that the Board faces is getting information to the faculty members at the universities, including helping faculty feel welcome at CAPCSD.
- With the specific need for audiology, maybe audiology board members could host a networking event at the conference in April.
- How do we engage people who are not selected for a committee role? Maybe we could have the individuals who were not selected engage in some of the “hot topic” work that needs to be done.
- The Board also discussed adding committee descriptions to the CAPCSD website to increase awareness and transparency.

- Discussion shifted to the pipeline for Board involvement. As ideas were shared the board discussed the need for engaging a consultant who can share best practices in volunteer engagement.
- Ideas for joint work with consultant: onboarding and recruitment across committee volunteers, chairs and board members.

CAPCSD Logo and Merchandise

Katie Strong, President

- The Board discussed the current logo and possible revisions.
- CAPCSD could have the vendor create a store where members could order their own merchandise, or we can sell our own but will be taxable.
- The Board agreed to explore the options available to offer merchandise at the conference.

Motion to revise the current CAPCSD logo to reflect solid closed letters and the associated costs of implementing.

Approve: 10 Deny: 0 Abstain: 0

Motion Carries

Competency Based Education Opportunities

Shubha Kashinath, VP of Academic Affairs

- The VPAA shared that there may be a desire from Sue McAllister and Carol Dudding to collaborate with CAPCSD.

Competency-Based Learning Community

Shubha Kashinath, VP of Academic Affairs

- VPAA talked about the possibility of having Carol Dudding and Sue McAllister work with the learning community of 30 participants. The cost will be \$3500 for two preliminary one hour sessions, two one-hour sessions after the CAPCSD competency-based education webinars with individual mentoring/coaching. The outcome would be tangible resources for CAPCSD to use. In addition, participants in the learning community would participate in the webinar series on competency-based education.

Motion to engage Carol Dudding and Sue McAllister as facilitators of the CAPCSD Learning Community on Competency-Based Education as outlined in the proposal at a fee \$3500.00. This includes free attendance for the 30 learning community participants and two liaisons from the clinical education communities to the webinars series “Navigating Competency Based Education”

Approve: 10 Deny: 0 Approve: 0

Motion Carries

Reconceptualizing the 2026 DEIB Academy

Maya Clark, VP of Organizational Advancement

- The Board talked about CAPCSD’s commitment of the Board to diversity, equity and inclusion.
- The CAPCSD board reaffirmed their commitment to DEIB and the need for the CAPCSD DEI Committee.
- The Board also generated some ideas to collaborate with other organizations and provide resources to our member programs.
- VPOA will take ideas back to the DEI committee.

ROI and ROM Rubric Discussion

Ashley Harkrider, Treasurer

- The Board discussed ideas for the ROI rubric. The Treasurer will create a draft for the Board to review at a future meeting.

Revenue Streams

Katie Strong, President

- The Board talked about revenue related to fee increase for CSDCAS applicants, conference, job postings, corporate partnerships, virtual conferences, and webinars.

Future Conference Planning

- The Board discussed the role that the conference plays for membership programs as well as the financial implications of the conference. Revenue generating and cost reduction strategies for the conference were discussed.
- The Executive Director discussed tier one and two cities as part of possible cost reduction strategies.

Webinar Honorarium

Erin Lundblom, VP of Online Professional Development

- The VPOPD presented data on the number of webinars, length and honorariums.
- The Board discussed timing of communications, amount of honorarium, and ability to utilize recorded webinars.

Motion to increase honorarium for online webinars as presented in the Online Professional Development Stipend Increase Proposal effective July 1, 2025.

Approve: 10 Deny: 0 Abstain: 0

Motion Carries

Member Question on Financial Value Transparency Ned Campbell, Executive Director

- The Board discussed the request from a member for advice. The Board suggested that the faculty member contact their university legal counsel.

CFCC/CAA Joint Leadership Meeting

Katie Strong, President

- The Board had previously discussed inviting representatives from CFCC and CAA to attend the CAPCSD Board of Directors meeting in April.
- Topics for the possible meeting would include how we can work more collaboratively with each other. Also discussed that this might be best as a smaller meeting to allow for more robust discussions.
- Katie Strong, President, will follow up with CFCC/CAA members and CAPCSD Board members with CFCC/CAA liaison responsibilities to invite for a gathering at CAPCSD Conference in Atlanta.

Monday February 10, 2025

Audit Update

Ashley Harkrider, Treasurer

- The Treasurer presented the results of the audit. CAPCSD was found to be compliant with all the principles considered for like organizations.
- Recommendations from the audit were a ledger adjustment, a social media policy, and an investment policy.

- Social Media Policy Group: Led by Maya Clark, Erin Lundblom, Heidi Verticchio, Jenn Simpson
- Investment Policy Group: Led by Ashley Harkrider, Tricia Montgomery, Katie Strong, Kevin McNamara
- Ned has examples to share with the two groups and the drafts will be presented at the April meeting.

CAPCSD Board VP Selection for July 1, 2025

Katie Strong, President

- The Board talked through the process for review of VP selection agreed upon at the December Board meeting.
- The Board discussed the potential candidates to be considered for VP of Clinical Education, VP of Research and Academic Affairs, VP of Admissions, VP of Online Professional Development. Area of expertise (SLP or Audiology) as well as the role individuals play at their respective universities were considered to be sure the CAPCSD board had a variety of voices. Needs of the VP role were aligned with candidates' skills.
- The Board will discuss potential candidates for the VP of Organizational Advancement at a future meeting.
- The Board examined how to use one-year terms to help ease the transition given current terms for terms.

Motion to reappoint Erin Lundblom to a one-year (2025-2026) term as the VP of Online Professional Development.

Motion Carries

Motion to appoint John McCarthy as VP of Research and Academic Affairs and Andy Clare as VP of Clinical Education.

Amend 1: Motion to appoint John McCarthy as VP of Research and Academic Affairs and Andy Clare as VP of Clinical Education for a 3-year term.

Amend 2: Motion to appoint John McCarthy as VP of Research and Academic Affairs and Andy Clare as VP of Clinical Education for a three-year term beginning July 1, 2025, and ending June 30, 2028.

Motion Carries

April 15 Resolution

Rachel Theodore, VPRAA

- The Board discussed the intent of the April 15 resolution and that it is intended to allow students time to make decisions with the best information possible. This resolution applies to a Fall semester start, it remains neutral to all other start dates. Programs may have various start dates that may impact the enforcement of this date.

Policies and Procedures Discussion

- The Board reviewed the Policies and Procedures updating language to best reflect current roles and responsibilities.

- Staff will investigate how to add committee descriptions to the CAPCSD website. Committees should be asked to generate a one paragraph description with two to three highlights/key accomplishments.
- The Board engaged in review of committee term limits and length. Clarifications were discussed and added to the Policies and Procedures edits for consideration.

Board make-up and representation discussion

- The Board discussed the opportunities to diversify the pipeline to the Board. Multifaceted approaches to this will be needed.

Treasurer's Report

Ashley Harkrider, Treasurer

- December 31, 2024
 YTD Income - \$538,137.78
 YTD Expenses - \$368,884.68
 YTD Net Income – \$169,253.10
 Fidelity Investments – \$2,138,176.36

Tuesday, February 11, 2025

By-Laws Discussion

Tricia Montgomery, President-Elect

- Reviewed suggested changes and amendments to the By-Laws as after the attorney review. The Board discussed that the Articles of Incorporation may also need to be reviewed.

Motion to accept the edited version of the CAPCSD By-Laws.

Approve: 10 Deny: 0 Abstain: 0

Motion Carries

Committee Chair Selection

Katie Strong, President

- Discussed possible chairs for nominations, honors/awards, membership, DEI, academic affairs and IPE/IPP committees.

Motion to approve Christi Masters as chair of Clinical Education Committee for two-year term beginning July 1, 2025 and ending June 30, 2027

Motion Carries

Motion to approve Danielle Watson as chair of the Admissions Committee-Resource Subcommittee for two-year term beginning July 1, 2025 and ending June 30, 2027.

Motion Carries

Motion to approve Renee Fabis as chair of the Admission Committee-Recruitment Subcommittee for two-year term beginning July 1, 2025 and ending June 30, 2027.

Motion Carries

Motion to approve Caitlin Price as chair of the Admissions Committee-Data Subcommittee for two-year term beginning July 1, 2025 and ending June 30, 2027.

Motion Carries

Motion to approve Ann Eddins as chair of the Nominations Committee for two-year term beginning July 1, 2025 and ending June 30, 2027.

Motion Carries

Motion to approve Carol Dudding as chair of the Honors and Awards Committee for two-year term beginning July 1, 2025 and ending June 30, 2027.

Motion Carries

Motion to approve Leslie Grubler as chair of the DEI Committee for two-year term beginning July 1, 2025 and ending June 30, 2027.

Motion Carries

Motion to approve Kim Ward as chair of the Membership Committee for a two-year term beginning on July 1, 2025 to June 30, 2027.

Motion Carries

Committee Member Selection Discussion

Katie Strong, President

- The Board discussed ways to intentionally grow the number of audiology and diverse applicants in the committee volunteer process.
- The Board will review applications and then discuss at the March meeting.

Motion to appoint Hannah Siburt to the Conference Planning Committee for a two-year term starting July 1, 2025, ending June 30, 2027.

Motion Carries

New LMS update

Ned Campbell, Executive Director

- The executive director gave an update on the new LMS which is currently in the development process and timing for implementation.

Conference Social Media Update

Ned Campbell, Executive Director

- The executive director shared the social media engagement numbers from the conference social media posts.

Newsletter Content

Katie Strong, President

- The Board reviewed upcoming newsletter topics and assignment reminders were provided.

Discussion of format for the April 2025 Meeting

Katie Strong, President

- The Board discussed the possibility of bringing in a consultant to help structure conversations around Board structure, recruitment for committees and the Board, as well as the possibility of a governance committee.

Budget Submission Reminder

Ashley Harkrider, Treasurer

- Please submit your budget requests for next year to the Treasurer by April 1, 2025.

Strategic Discussions-Vice President Selection Process

- The Board discussed the use of the rubric/questions trialed this year. The questions used this year were helpful in guiding the process and providing similar information on each candidate.
- The Board discussed using the questions one more year informally before implementing the procedure as policy.

Strategic Discussions-Board Development/Succession Planning Katie Strong, President

- The Board discussed how to intentionally work to diversify and recruit for the Board positions. Thoughts were shared about the possibility of using the conference, virtual town halls, etc. Engaging some partners to help us get the word out about a possible virtual town hall, etc. Some of the suggested spaces to share would be NBASLH, the multicultural constituency groups, ASHA's office of multicultural affairs for data sets, etc.
- The Board discussed being thoughtful and intentional about what the topic of possible town halls and how to best approach the forward movement desired by the Board.

Adjourned at 11:57 AM CST

Respectfully Submitted,

Christie Needham, Secretary