



Board of Directors Meeting Minutes

July 16-19, 2025

Grand America Hotel, 555 South Main St., Salt Lake City, UT 84111
Meeting Room: Fontainbleau

Thursday, July 17, 2025

MORNING MINUTES

CAPCSD Board of Directors Present: Tricia Montgomery (President), Christie Needham (President-elect), Katie Strong (Past President), Kelly Rutherford (Secretary), Ashley Harkrider (Treasurer), Doug Parham (VP Admissions), Andy Clare (VP Clinical Education), Erin Lundblom (VP Online Professional Development), Leslie Crusco-Grubler (VP Organizational Advancement), Heidi Verticchio (VP Professional Development), John McCarthy (VP Research & Academic Affairs)

Staff Present: Ned Campbell (Executive Director), Mandie McKenzie (Director of Professional Development), Teasha McKinley (Director of Centralized Admissions)

Facilitator: Vicki Clark

Welcome and Call to Order

The meeting was called to order at 8:10 am by Tricia Montgomery, President.

Business

1. Introductions: All board members and staff provided introductions, information on their backgrounds, and stated why they are invested in working for CAPCSD on this board. President provided a quick introduction to how the next couple days will proceed and what our mission will be going forward.	Tricia Montgomery, President
2. Creation of Board Norms and Little Book of Boards Activity: Facilitator guided board members in discussion about our roles and how to proceed in the coming year(s) – slide deck available in Teams file.	Vicki Clark, Facilitator
3. How we work together – JMS & Board: President reviewed the roles of the Board versus the roles of JMS (the association management company). The Executive Director provided more specific information about the role of the association management company.	Tricia Montgomery, President Ned Campbell, Executive Director
4. Communications (Microsoft Teams): President-elect (former Secretary) reviewed the CAPCSD formal shift to using MS	Christie Needham, President-elect

Teams for all communications. The board completed a MS Teams scavenger hunt to ensure everyone could use the features correctly. A work group was developed to explore ways to keep communication for the organization private across committee members. (Grubler, McCarthy, Needham)

5. Committee Chair Orientation: Brainstorming occurred for the upcoming committee chair orientation to determine what topics needed to be covered.

6. Approval of Consent Agenda: Motion made to approve the consent agenda

- Motion approved. Approve: 11, Deny: 0, Abstain: 0

Tricia Montgomery,
President

Tricia Montgomery,
President

AFTERNOON MINUTES

Business

1. Treasurer's Report: As of June 30, 2025

- YTD Income - \$2,288,075.10
- YTD Expenses - \$1,762,027.60
- YTD Net Income – \$526,047.50
- Fidelity Investments – \$2,463,041.56

Ashley Harkrider,
Treasurer

Budget structure was discussed to clarify information.

2. Strategic Plan Overview

- a. Summary: President provided a summary page that includes our mission, vision, core values, board organization, and shorthand/at-a-glance strategic plan.
- b. Plan: Strategic priorities were outlined/reviewed for board members and staff – Strategic Plan document available in Teams.

Tricia Montgomery,
President

3. Key Relationships: Relationships between CAPCSD and each of the groups identified (i.e., AAA, ASHA, CAA, CFCC, and NBASLH) were discussed to work toward collaborative partnerships. Breakout groups were created to discuss the status of each relationship, what we provide, and what we expect. Information from the breakout groups was shared.

All Board Members
and Staff

4. Collaboration Challenge: Facilitator reviewed the importance of collaboration – slide deck can be found in Teams. Meeting the Collaboration Challenge workbook was shared (Drucker), as was a road map for developing strategic alliances.

Vicki Clark,
Facilitator

5. Conference Standing Sessions: VP of Professional Development shared information about the vision of standing sessions for the 2026 conference. It was suggested that each committee invite a speaker related to their content area as guided by the monitoring officer. VP of Professional Development needs to have the information for the recommended speaker by August 15.

Heidi Verticchio, VP Professional Development

Adjournment

The meeting was adjourned at 4:08 PM.

Friday, July 18, 2025

MORNING MINUTES

CAPCSD Board of Directors Present: Tricia Montgomery (President), Christie Needham (President-elect), Katie Strong (Past President), Kelly Rutherford (Secretary), Ashley Harkrider (Treasurer), Doug Parham (VP Admissions), Andy Clare (VP Clinical Education), Erin Lundblom (VP Online Professional Development), Leslie Crusco-Grubler (VP Organizational Advancement), Heidi Verticchio (VP Professional Development), John McCarthy (VP Research & Academic Affairs)

Staff Present: Ned Campbell (Executive Director), Mandie McKenzie (Director of Professional Development), Teasha McKinley (Director of Centralized Admissions)

Facilitator: Vicki Clark

Welcome and Call to Order

The meeting was called to order at 8:13 am by Tricia Montgomery, President.

Business

1. Debrief from yesterday's meeting: The group shared parts of yesterday's meeting that were particularly important and useful – recruitment and partnerships were among the top mentioned topics. The facilitator also emphasized the active role of monitoring officers.

Tricia Montgomery,
President
Vicki Clark,
Facilitator

2. Board Norms: The development survey was reviewed and discussed – slide deck available in Teams. Creating effective board norms were also discussed – slide deck available in Teams. This focused on organizational structure and culture and how they drive the association. Understanding these will allow us to create board norms that are impactful. Breakout groups were created to begin brainstorming potential norms. A

Vicki Clark,
Facilitator

working group was created to begin working on more development. (Lundblom, Rutherford)

3. Competency-based education: VP Res. & Acad. Aff. reported on competency-based education webinars and professional learning community and survey – handout provided. The recommendation is to review the PLC survey to determine if the board will support the PLC for another year to further their objectives. Potential need for a task force to move forward - further conversation tabled until PM.

John McCarthy, VP Res. & Acad. Aff.

4. DEIB Webinars/Speakers: There have been challenges with finding speakers around DEIB for online webinars. Request was made for recommendations from the group for speakers either within or outside of CSD professions.

Erin Lundblom, VP of Online Prof Dev

5. Webinar contracts and safeguards: Discussion occurred among members regarding existing and needed contracts surrounding webinars and speakers. Suggestions included staff review of contracts; continued review and determination of ownership of content; update CAPCSD disclosure documents regarding not endorsing products for all professional development opportunities; and VP Admissions and VP Organizational Advancement to work together with their committees regarding external projects and how to monitor them appropriately.

All Members

AFTERNOON MINUTES

Business

1. Committees:

- DEIB: Kimberly Green, Karen Davis, and Laura Wolford were recommended for reappointment for another two-year term July 1, 2025 through June 30, 2027
 - Motion approved.

Leslie Crusco-Grubler, VP Organizational Advancement

Additional motion for Kimberly Green to be the incoming DEIB chair for a two-year term from July 1, 2025 through June 30, 2027.

- Motion approved.

- Research and Academic Affairs: Debbie Burnett is recommended as the chair of this committee for a two-year term from July 1, 2025 through June 30, 2027.
 - Motion approved.

John McCarthy, VP Res. & Acad. Aff.

Additional motion for Samantha Ghali to be added to this committee following the sunset of the membership

committee for a two-year term from July 1, 2025 through June 30, 2027.

- Motion approved.
- IPE: Recommend reappointment of Sarai Granados, Stephen Enwefa, Christi Barbee, Danika Pfieffer, Stacey Pavelko for a two-year term from July 1, 2025 through June 30, 2027.
 - Motion approved.
- Conference Planning: Recommend reappointment of Danielle Osmelak for a two-year term from July 1, 2025 through June 30, 2027.
 - Motion approved.
- Clinical Educators ad hoc: Consideration to make this committee a formal sub-committee under clinical education
- AI task force: Term for this ad hoc committee is ending. Discussion occurred regarding possible continuation of the ad hoc committee for an additional six months from July 1, 2025 through December 31, 2025 was made.
 - Approve: 11, Decline: 0, Abstain: 0.
- Lisa Scott Leadership Academy ad hoc committee: Proposal to use this committee to reconceptualize the academy for the 2028 academy to better meet the current academic climate – handout provided in Teams. The proposal will be revised and considered again in the September meeting.
- Admissions: The website needs updated to reflect the correct makeup. Motion to end the term for Ciara Leydon from the Admissions recruitment subcommittee and Whitney Schnieder-Cline from the Admissions resource subcommittee.
 - Motion approved. Website will be corrected to reflect appropriate committee appointment.

2. Competency-based education (continued): Recommend the PLC speakers use the CAPCSD LMS or MS Teams for future work. Also, the recommendation was made that the VP RAA and/or VP Clinical Education be added to the project. Discussed the expected final product to be submitted to CAPCSD. The importance of using the ROI/ROM rubric for annual assessment was established.

3. Admissions summit: The admissions summit will run through Cadmium LMS. Staff will need to be present with speaker meetings for oversight. The intent is to move participant

John McCarthy, VP
Res. & Acad. Aff.

Heidi Verticchio, VP
Professional
Development

Andy Clare, VP
Clinical Education

Christie Needham,
President-elect

Christie Needham,
President-elect

Doug Parham, VP
Admissions

John McCarthy, VP
RAA

Doug Parham, VP
Admissions

selection to the same process used by the academy. Speaker contract should specify this. VP Admissions will send the potential speakers a contract and report back in September.

4. Committee Breakout Activity: Facilitator led the group through an activity called “Let’s Think About Committees” that proposed how to more clearly define committee roles and workflow.

Vicki Clark,
Facilitator

Adjournment

The meeting was adjourned at 4:10 PM to move to executive session.

Saturday, July 19, 2025

CAPCSD Board of Directors Present: Tricia Montgomery (President), Christie Needham (President-elect), Katie Strong (Past President), Kelly Rutherford (Secretary), Ashley Harkrider (Treasurer), Doug Parham (VP Admissions), Andy Clare (VP Clinical Education), Erin Lundblom (VP Online Professional Development), Leslie Crusco-Grubler (VP Organizational Advancement), Heidi Verticchio (VP Professional Development), John McCarthy (VP Research & Academic Affairs)

Staff Present: Ned Campbell (Executive Director), Mandie McKenzie (Director of Professional Development), Teasha McKinley (Director of Centralized Admissions)

Facilitator: Vicki Clark

Welcome and Call to Order

The meeting was called to order at 8:11 am by Tricia Montgomery, President.

Business

1. Review of accomplishments from this meeting and discussion on future directions.
2. Board Development Proposal: Information was shared on the investment for board development training. Motion was put forth to accept the proposal from Clark & Sanchez
 - Approve: 11, Decline: 0, Abstain: 0.
3. Board Meeting Dates determined for the 2025-26 year.
4. Newsletter Articles 2025-26: Spreadsheet for schedule available in Teams. Tentative newsletter content determined through June 2026. Submission of information due the first Tuesday of each month.

Tricia Montgomery,
President

Tricia Montgomery,
President

Tricia Montgomery,
President
Mandie McKenzie,
Director of Prof. Dev.



5. Travel: Travel reimbursement processes were reviewed.
6. RFP for Association management company introduction: Committee introduced, and process reviewed.
7. Conflict of Interest Forms: Passed out for signatures of board members
8. Budget Request: ROI/ROM document and rubric reviewed as a means of assessment for the organization. In addition, the committee request process and budget template were introduced to solicit feedback from board members.

Mandie McKenzie,
Director of Prof. Dev.
Katie Strong, Past
President

Ned Campbell,
Executive Director

Ashley Harkrider,
Treasurer

Adjournment

The meeting was adjourned at 11:00 AM.

Respectfully submitted,
Kelly Rutherford, CAPCSD Secretary
July 28, 2025