

**Council of Academic Programs in Communication Sciences and Disorders**  
**CAPCSD Board of Directors Meeting**  
**Friday, May 17, 2024**  
**10:00 a.m. – 12:00 p.m. ET**

**CAPCSD Board of Directors Present:** Jennifer Taylor (*Past President*) until 11:00; Jennifer Simpson (*President*); Christie Needham (*Secretary*); Ashley Harkrider (*Treasurer*); Kevin McNamara (*VP of Clinical Education*); Erin Lundblom (*VP of Online Professional Development*); Tricia Montgomery (*VP of Professional Development*); Shubha Kashinath (*VP of Research & Academic Affairs*); Maya Clark (*VP of Organizational Advancement*); Rachel Theodore (*VP of Admissions*);

**CAPCSD Board of Directors Not Present:** Katie Strong (*President Elect*); Jennifer Taylor (*Past President*) from 11:00-12:00 EST

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

**Friday, May 17, 2024**

Call to Order and Welcome

Jenn Simpson

- Meeting was called to order at 10:01 AM EST

Consent Agenda

Jenn Simpson

***Motion: to approve the April 2-3, 2024, Board Meeting Minutes***

***April 3, 2024, CAPCSD AAA Meeting Minutes***

***April 3, 2024, CAPCSD ASHA Meeting Minutes***

***April 6, 2024, Business Meeting Minutes***

**Approve: 11 Deny: 0 Abstain: 0**

***Motion Carries***

Staff Report

Board Reports

***Motion: to approve the consent agenda for the May 17, 2024, Board Meeting***

**Approve: 10 Deny: 0 Abstain: 0**

***Motion Carries***

Treasurer's Report

Ashley Harkrider

April 30, 2024

- YTD Income - \$1,108,014.35
- YTD Expenses - \$1,182,156.26
- YTD Net Income – (\$74,141.91)
- Fidelity Investments – \$1,975,888.85

Budget - Draft

Ashley Harkrider

- The budget will be formally presented at the next board meeting. Final details are being added at this time.
- Board members please look over the proposed budget and review items particularly in your area.
- Board members should send a description of what you requested money for in the budget to the Treasurer.

#### CAPCSD Logo

Jenn Simpson

- The Board discussed the concern brought to the Board about the new logo revealed at the convention.

#### Conflict of Interest

Rachel Theodore

- The VP of Admissions reported that the draft is being finalized and will be presented at a future Board meeting.

#### CSDCAS

Rachel Theodore

- Received a request to advertise for a research study about admissions. Brought forward discussion about what this might mean for CSDCAS and CAPCSD moving forward and what are the risks/responsibilities.

#### Updated Code of Conduct for CAPCSD events/meetings

Ned Campbell

- Ned discussed the creation of a global code of conduct for all meetings and events for CAPCSD. The Board discussed the policy and implementation of the policy.
- The Board discussed possibly adding a statement at the beginning about valuing various views and opinions as well as possibly seeking input from the DEI committee.

#### Clinic Director Academy Updated Initiative

Kevin McNamara

- Kevin discussed what the ad hoc committee findings discussed about increasing the number of participants etc. The committee agreed that increasing the number of participants to 50 and keeping it to one large group/event versus tracks. These adjustments brought the cost of the academy to under 20,000.
- Discussion about budget and possible areas for adjustments including lodging, travel, and honorariums. The VP for Clinical Education will review and present to the Board at a future meeting.

#### Recap of meeting with Sue McAllister

Ned Campbell

- Ned shared the results of the meeting with Sue McAllister at the CAPCSD conference in April 2024. The VP for Online Professional Development reported that Sue shared her research and the underpinnings of her theoretical framework.

- The VP of Online Professional Development has reached out to Sue about possible webinars, etc. for CAPCSD to host in the future.

AI Task force Request

Ned Campbell

- The AI Task Force is requesting a part of the website to share their resources. The Board did not have any objections.

DOE Announcement

Ashley Harkrider

- There is a new Department of Education announcement that will be implemented on July 1, 2024.

Staff Update

Ned Campbell

- The Executive Director provided an update on duties and responsibilities of staff members.

Adjournment at 12:00 PM EST

Respectfully submitted,  
Christie Needham, Secretary