



## Board of Directors Meeting Minutes

November 18-19, 2025

Marriott Marquis Washington DC

901 Massachusetts Ave, NW

<b>Tuesday, November 18, 2025</b>
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**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)

**Staff Absent:** Teasha McKinley (Director of Centralized Admissions)

### Welcome and Call to Order

The meeting was called to order at 8:22 AM by Tricia Montgomery, President.

Welcome and Call to Order

Consent Agenda

- Board Reports
- October Minutes: Motion to approve October 24, 2025, and Board of Directors Meeting Minutes - Approve 11, Deny 0, Abstain 0; Motion carries
- Elevate Stats
- Staff Report

Motion to approve the consent agenda made and seconded.

Approve-11, Deny-0, Abstain-0; Motion carries

Board Reports

- Discussion about the format and content that best fits monthly board reports occurred.

Treasurer's Report

As of October 31, 2025

1. YTD Income - \$439,535.27
2. YTD Expenses - \$313,188.98
3. YTD Net Income - \$126,346.20
4. Fidelity Investments - \$2,561,181.98

President

President

Past-President

Treasurer

Audit occurs every five years and it has been completed for this cycle.

#### Financial Advisor and Timeline

- Working group met to draft an RFP that included a timeline for releasing the RFP at the start of the calendar year. Anticipated deadline to make the decision and vote as a board is April 2025. See recommendation for complete timeline.

Treasurer

#### Chair of Admissions

- The VP of Admissions provided an overview of recent changes to the Policies and Procedures.
- He also directed the Admissions committee to elect a chair. The committee elected Caitlin Price (AuD, University of Arkansas for Medical Sciences), as Chair.
- A motion was made and seconded to appoint Dr. Price as the sole Chair of the Admissions Committee. The motion carried.
- Collaboration with Executive Director on the Admissions Summit was noted. Director of Centralized Admissions will work with the newly elected Admissions Committee Chair on the CSDCAS report and invited session; an additional session remains to be determined.

VP Admissions

#### Clinic Educator Academy Committee

- Call for volunteers made and for the committee and VP Clinical Ed and Clinical Education committee chair met with potential volunteers.
- Motion to accept the following committee members for the term July 1, 2025-June 30, 2027: Jennifer Phelan (AuD, University of Massachusetts, Amherst) to serve as chair, Additional members are Leanna Lawrence (SLP, University of Missouri), Jamie Mecham (SLP, Utah State University), Erin Regis Bailey (SLP, Concordia University, Wisconsin), Colleen Gargan (SLP, Syracuse University), Michelle Novak (AuD, University of South Dakota), and Madison Howe (AuD, University of Arkansas for Medical Sciences). Seconded. Motion carries.
- Motion to make the clinical educator academy ad hoc committee a formal committee. Seconded. Approve-11, Deny-0, Abstain-0. Motion carries.

VP Clinical Ed



#### Webinar Agreements Signature

- Changes may be made to the webinar speaker agreement signatories. Original P&P states that President signs with President-elect as back up. With the number of webinars produced and the standard honorarium fee, efficiency was questioned whether we need to include another potential signatory (e.g., staff or VPOPD). Board members discussed that VP OPD signature on speaker agreements for webinars would be appropriate. Will discuss further when P&P changes are addressed.

VP Online Prof  
Dev and  
Executive Dir

#### Name and Logo Policy

- Comments, edits, suggestions reviewed. Board discussed most notably needed edits, including the difference between using the CAPCSD name and using the logo.

Executive Dir

#### Online Professional Development Webinar Proposal

- Professional development needs were presented. In addition to the established processes for convention and online content development, interest in providing webinars to CAPCSD has increased, though no formal process currently exists for handling such proposals. It was also noted that some convention offerings are later adapted into webinars. As these matters are not formally outlined, the Vice President for Professional Development and the Vice President for Online Professional Development have developed a process that may be considered for inclusion in future operational guidelines.

VP Online Prof  
Dev and VP Prof  
Dev

#### Policy and Procedure

- Time given for board members to review their previously submitted comments for recommended changes to the P&P document.

President-Elect

#### Adjourn for lunch break

President

### PM Call to Order

The meeting was reconvened at 1:35 PM by Tricia Montgomery, President.

#### Bylaws and Articles of Incorporation

- Tabled

President-Elect

#### Leadership Academy

- Discussion resumed on the Leadership Academy initiative, which the strategic plan outlines for the President-Elect to lead. The effort, which started in October, continued with consideration of whether the Academy requires full reconceptualization or minor adjustments, and whether a committee is needed. Traditionally, the Academy has been overseen by the Vice President for Professional Development, as it occurs at the annual conference.
- Consensus was reached that a needs assessment should be conducted before formal changes are made. The group discussed possible approaches, leaning toward a session at the April conference to solicit member feedback. A call for participants may also be considered to allow members to reflect on questions in advance. Formal changes will be paused pending the assessment. The brainstorming session was productive, and further discussion will continue at the next meeting.

President-Elect

#### DEI Academy

- The speaker for the past year's DEI Academy was selected by a former DEIB Committee Chair. The Academy was originally created through a resolution and strategic initiative to address DEIB professional development needs within the professions. Discussion focused on how to approach DEIB in professional learning moving forward. All academies were reviewed for applicant and acceptance numbers, and the need to examine all academies more closely was noted, including alignment with the strategic plan and consideration of return on investment/mission. Further discussion will continue at the next meeting.

VP Org Dev

#### Liaison

- Liaison EMP may need to be revisited as a recruitment option for all levels moving forward that will help to maintain our membership numbers – particularly considering the enrollment cliff. Further, that may help with recruiting diverse and underrepresented groups. There is a cost with using their programming that will need to be weighed. Consider inviting someone from Liaison to share information with us at the conference in April.

Treasurer

#### Move to Executive Session

President



**Adjournment:** The meeting was adjourned at 3:28 PM by Tricia Montgomery, President. Board members moved to an executive session meeting.

**Wednesday, November 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)

**Staff Absent:** Teasha McKinley (Director of Centralized Admissions)

### **Welcome and Call to Order**

The meeting was called to order at 8:02 AM by Tricia Montgomery, President.

Welcome and Call to order

President

Discussion – Opportunities for Joint Advocacy with ASHA

President

- The Board discussed the role of CAPCSD in advocacy for member programs and impact that such advocacy could have on CAPCSD's member programs.

Partnerships with other related organizations (CFCC, CAA)

VP Res and AA

- Relationships with related organizations remain positive, and joint meetings have been productive. Ongoing attention is being given to ensuring regular and timely communication with all programs and constituents. Discussion occurred regarding which board members should participate in joint meetings, with the suggestion that Vice Presidents not regularly attending be invited as needed. Appreciation was expressed for the diligence of CAA and CFCC in organizing these meetings, reflecting the value they place on partnership.
- A recommendation was made to dedicate time in CAPCSD's agenda prior to joint meetings to identify discussion points, thereby making collaboration more intentional and effective.

Policy and Procedure Continued

President-Elect

- Suggested edits and changes recommended during yesterday's meeting were made to the P&P document. A few last changes were made during today's final review. Motion to approve P&P made and seconded. Approve-11, Deny-0, Abstain-0. Motion carries.

#### RFP for Financial Advisor

- All agree that the RFP is appropriate and can be moved forward.

#### Leadership Academy and Education Focus Continued

- Discussion continued regarding all academies supported by CAPCSD. Comments included the potential to connect academies with learning communities and the importance of using data-driven approaches, such as ROI/ROM rubrics, to assess usefulness and determine whether to continue, adjust, or reconceptualize specific initiatives. A broader review of the overall education package was suggested to ensure offerings and conferences remain strong and strategically prioritized for member programs.
- Consideration was given to more intentional curation of conferences and educational initiatives to complement existing open call processes, with the goal of providing high-level training opportunities for members. The need to clearly identify the groups being served and ensure accessibility of educational efforts was emphasized. Members also noted the importance of recognizing and sustaining what is already working well, as CAPCSD continues to achieve record levels of conference attendance and webinar revenue. Data, including financial and participation metrics, will be essential in guiding these decisions.

President and  
President-Elect

#### Move to Meeting with ASHA (See separate minutes provided by ASHA for notes on this session.)

President

#### Debrief from meeting with ASHA

President

- Discussion reviewed the main points from the meeting, with pros and cons explored and particular attention given to how the decision aligns with CAPCSD's organizational values. It was agreed that creating a formal decision-making framework should be considered for incorporation into the CAPCSD strategic plan in a future meeting.

- The need for greater clarity on potential legal risks was again noted. Once the final document is received, CAPCSD will have one week to decide, and an emergency meeting may be called if necessary. The question of whether CAPCSD should hold independent membership in ACE was raised for consideration.
- Additionally, the group discussed the importance of developing a more dedicated and structured advocacy statement as part of the strategic plan.

Adjourn for lunch break

President

### PM Call to Order

The meeting was reconvened at 1:30 PM by Tricia Montgomery, President.

#### GZ Communities Demo

- Growth Zone demo showing capabilities for potential learning communities.

Executive Director

#### Communities Next Steps

- Discussion was held regarding the management of CAPCSD's various communities. Two companies were reviewed, with Growth Zone identified as the more affordable and flexible option. Suggestions included assigning dedicated volunteers to champion the communities and committing to a three-year development period to allow sufficient time for growth and meaningful assessment. This initiative is already included in the budget.
- A question was raised regarding contractual obligations, which the Executive Director will review. Additional considerations include the development of guidelines, disclaimers, and related processes. The VP of Organizational Advancement and the VP of Clinical Education will work with the Executive Director to further explore this initiative, with the possibility of adding committee members to the work group.

Executive Director

#### Revisit to ACE Amicus Brief Discussion

- Motion to pursue legal counsel as to potential risk with regard to the ACE Amicus Brief was made with a cap of \$15,000 for associated cost. Seconded. Approve-10, Deny-0, Abstain-1; Motion carried.

President



Communication preferences

- Discussion addressed the need to accompany time-sensitive emails with text reminders to ensure timely action. It was agreed that any board or staff member may send such reminders when necessary.
- Board members also shared workflow practices for managing multiple inboxes.

President

Meeting Adjourned

President

**Adjournment:** The meeting was adjourned at 2:45 PM.

Respectfully submitted,  
Kelly Rutherford  
CAPCSD Secretary