



Board of Directors Meeting Minutes

Friday, October 24, 2025

9:00 – 11:00 a.m. ET

Microsoft Teams Meeting

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 9:01 AM by Tricia Montgomery, President.

Welcome and Call to Order	President
Approval of Consent Agenda	President
<ul style="list-style-type: none">• Board Reports• September Minutes<ul style="list-style-type: none">○ Motion to approve September 5, 2025○ Board of Directors Meeting Minutes.• Motion to approve consent agenda and second received. No discussion. Motion carries: Approve-11, Abstain-0, Decline-0.• Elevate Stats• Staff Report	
Treasurer's Report	Treasurer
<ul style="list-style-type: none">• Report provided by the Treasurer. See the full details. No concerns at this time.	

<p>P&P and Bylaws Request</p> <ul style="list-style-type: none"> Reminder for all to review the P&P and Bylaws to make notes of anything that needs to be changed. All edits need to be sent to President-elect before the November meeting. 	<p>President-elect</p>
<p>AI Task Force Resources</p> <ul style="list-style-type: none"> The AI Task Force has presented its findings, and the CAPCSD Board has tasked the team with drafting an article based on the survey data. The article is nearly ready for submission and is being considered for open-access publication. Additionally, the task force has shared resource information with the President-Elect and Executive Director. 	<p>President-elect</p>
<p>AI Task Force Future</p> <ul style="list-style-type: none"> Website – The Board discussed the readiness of posting the resources online. The conversation included a recommendation to include a disclaimer noting the evolving nature of AI. Continuation of Task Force/Committee – The President-Elect noted challenges in forming a formal committee, citing the wide range of viewpoints among potential members, which could slow progress in a rapidly evolving AI landscape. The Board discussed the appropriate timing to sunset the task force’s work. Per a previous motion, the task force is officially extended through December 31, 2025. 	<p>President-elect</p>
<p>Lisa Scott Leadership Academy</p> <ul style="list-style-type: none"> The group revisited strategic plan discussions around improving committee composition to support diverse perspectives. Conversation included whether to focus on participant selection, content delivery, or both. While feedback has been positive, there was interest in rotating presenters to bring fresh viewpoints and ensure broad representation. Ideas for keeping former participants engaged were also explored. The conversation will continue at a future meeting. 	<p>President-elect</p>
<p>DEIB Co-Chair</p> <ul style="list-style-type: none"> Recommendation made to add a DEIB co-chair to the committee to share some of the workload. The board 	<p>VP Org. Development</p>

sanctioned this request, and the VP of Org. Development will bring forth the recommended candidate at our next meeting.

CAPCSD Email Address Pilot

- CAPCSD email addresses will be assigned within the next week to DEIB Committee members as a pilot.

VP Org.
Development

Redundancy of Resources Posted – CE/DEIB

- The Board discussed potential overlap between the Clinical Education and DEIB resource pages. The VP for Organizational Development suggested linking the two pages to address redundancy, and the VP for Clinical Education agreed. Both will meet prior to the next Board meeting to develop a formal recommendation.

VP Org.
Development

Consider expanding CAPCSD email distribution to include Cc's to Chair, Graduate Program Director, and Clinic Directors

- Consider expanding CAPCSD email distribution to include Cc's to Chair, Graduate Program Director, and Clinic Directors (e.g., branded CAPCSD resources) and the suggestion to recommend the same process to ASHA in future meetings when issuing important notifications to academic program (e.g., 3.4A/B survey). The Board supported discussion of this topic with ASHA at a future meeting.

VP Org.
Development

Admissions Committee

- Motion to approve nominations for admissions committee. Nominees include: 1. Patricia Gaffney, Nova Southeastern University, Faculty, AUD; 2. Qiang Li, Fort Hays State University, Associate Professor, SLP; 3. Zaneta McHayle, Albizu University, Program Coordinator and Clinical Supervisor, SLP; 4. Miechelle McKelvey, University of Nebraska Lincoln, Department Chair, SLP; 5. Lisa Osier, Saint Xavier University, Director, CSD Programs, SLP; 6. Amy Rominger (2nd term), Ithaca College, Clinical Associate Professor, AUD. Motion to accept all nominees made and seconded. Motion carries.

VP
Admissions

Admissions Summit Update

- Former Admissions Summit members requested permission to use the CAPCSD logo on three ASHA posters featuring data from the Summit. The request was submitted without prior CAPCSD knowledge or approval, prompting a recommendation to the Board to deny the use of the logo. The Board unanimously agreed, and the decision was communicated to the former Summit members, who acknowledged the response.
- On October 23, a meeting was held with the Executive Director and former Summit members to finalize the Admissions Summit contract.

VP
Admissions;
Executive
Director

Webinar Agreement Signatures

- The VP for Online Professional Development shared progress on the updated webinar contract, which has been reviewed by legal counsel. The remaining decision is to determine the appropriate signatory. It was recommended to review the Bylaws and Policies & Procedures (P&P) for existing guidance. If none is found, this may be added to the P&P.

VP Online
Prof. Dev.

CAPCSD Name and Logo Policy Draft

- A Name and Logo Policy draft was shared with the Board. It was suggested that the draft be revisited at the November board meeting to allow time for thorough review. Context was provided on the importance of protecting organizational marketing and branding. Board members are encouraged to review the draft and provide comments in advance of the next discussion.

Executive
Director

Affiliate Members – Committee Volunteers

- The Board discussed whether individuals from affiliate member programs should be eligible to serve on committees. The Executive Director clarified that affiliate members do not have voting rights and that currently this would affect approximately fifteen individuals. The President noted that current Policies & Procedures (P&P) imply they are ineligible to serve, but this may warrant revision during the next P&P review. Additionally, if a committee member

President-
elect

transitions from a full member program to an affiliate, they would forfeit their committee role.

CAA Standard 3.4 A/B, CFCC

- The VP for Organizational Development reported that CAA and CFCC held three meetings regarding the standards, which were well received. Follow-up will ensure that recordings and related materials are posted to keep stakeholders informed.

VP Res. & AA;
VP Clin. Edu;
VP Org. Dev;
Executive
Director

Communities

- Tabled until November meeting.

Executive
Director

Move to Executive Session

President

Adjournment: The meeting was adjourned at 10:26 AM.

Respectfully submitted,
Kelly Rutherford, CAPCSD Secretary
10/27/2025