



Board of Directors Meeting Minutes

Friday, September 5, 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), Teasha McKinley (Director of Centralized Admissions)

Welcome and Call to Order

The meeting was called to order at 9:01AM by Tricia Montgomery, President.

Welcome and Call to Order

- A small cohort met with Vicki Clark last week to update her on our progress. A survey link will be sent to board members soon – please complete. Vicki will work with certain stakeholders on action items and projects over the next few months.
- Moments were set aside to share “top of mind” items.

President

Approval of Consent Agenda

- Board Reports
 - July Minutes: Motion to approve July 17-19, 2025 Board of Directors Meeting Minutes. Motion Carries Approve-11, Abstain-0, Decline-0.
 - Staff Report
- Motion to approve consent agenda. No discussion.
Motion carries: Approve-11, Abstain-0, Decline-0.

President

Treasurer’s Report

- Report provided by Treasurer. See report for full details. No concerns at this time.

Treasurer

Committee Budget Requests

- The treasurer shared the budget request process and welcomed feedback. A few board members suggested simplifying the spreadsheet and improving tracking. Many agreed that data tracking should provide better accountability and documentation. Consider monthly reporting as an option.
- President requested the Executive Director add a board member report document for budget items to enhance tracking. This will be piloted before final documents are brought for a vote.

Treasurer

Financial Advisor Next Steps

- The board discussed reviewing vendor relationships, including the current financial management company. Sample RFP materials were shared to support exploration of alternatives.
- It was agreed to add this topic to next month's agenda for further discussion. A suggestion was made to establish a policy defining when an RFP is required based on financial thresholds.
- Contract timelines were noted to vary, with some agreements finalized only a month in advance.
- A work group was formed to assess the next steps and potential impact. Two members will begin drafting an RFP for future financial planning services.

Treasurer

Academic Affairs Committee Member

- A motion to approve the members of the academic affairs committee for a second term. Members up for a second term include: Sheri Bayley, Sandra Combs, Suzanne Moineu, Kris Pedersen, Amy Rodda, and Sarah Poissant. Motion approved.
- A second motion to approve adding two new members transitioning from the former Membership Committee. New members include Kimmerly Harrell and Kristina Kelley. Motion approved.

VP of
Research and
Academic
Affairs

Online Professional Development Committee

- Motion for Yunfang Zheng to be added for a second two-year term on this committee. Motion approved.

VP of Online Professional Development

Clinic Director's Academy

- Clare discussed a call for volunteers/members for a new clinic director's academy. Motion to launch a call for volunteers. Motion carries: Approve-11, Abstain-0, Decline-0.

VP of Clinical Education

Conference-Passover Overlap

- The group discussed concerns about the April conference overlapping with Passover. Members agreed with a statement acknowledging the holiday, possibly including on-demand programming and special food options to accommodate. Since the planning committee does not control dates, the board should issue the statement. They also suggested sharing it via newsletter and being more mindful of religious holidays in future planning.
- A statement will be drafted to address the overlap; members will work with the Executive Director to post the statement.

VP of Research and Academic Affairs

DEIB Committee Accounts

- In the July board meeting there was discussion about the DEIB committee piloting use of MS Teams for committee meetings and correspondence. Motion made to arrange for DEIB Teams access. Motion approved. Approve-11, Abstain-0, Decline-0.

VP of Organizational Advancement

Admissions summit/ CAPCSD Name and Logo Policy

- The board discussed ensuring the Admissions Summit operates under the Admissions Committee's oversight. A facilitator agreement was developed to clarify expectations for groups using the CAPCSD

VP of Admissions
Executive Director

name, including guidelines for initiation, support level, and conclusion.

- The agreement has been reviewed by legal counsel. Suggestions were made to assign specific dollar amounts to deliverables and revisit the approved budget.
- A separate meeting will be scheduled to address this and other related items.
- Motion made to approve the facilitator agreement. Motion carried: Approve-11, Abstain-0, Decline-0.

Board Norms

- Select group members worked to create a Board Norms document.
- Motion to accept board norms with edit for review every July. Motion approved. Approved-11, Abstain-0, Decline-0

CAA 3.4 A/B, CFCC

- It was noted that CAA and CFCC have been intentional in including CAPCSD in their meetings, which has been beneficial for collaboration.
- Changes to 3.4A/B announced by ASHA Accreditation and the CAA on 8/19 will be instituted on October 1st. ASHA Accreditation and CAA have announced Information meetings for constituents - one follows our meeting today.
- CAA and CFCC continue to monitor legislative developments to support both the profession and academic programs. The role of advocacy in shaping this work was emphasized, along with the importance of ongoing collaboration.

Professional Development Collaboration - tabled

Move to Executive Session

VP of Online
Professional
Development
Secretary

VP of
Research and
Academic
Affairs
VP of Clinical
Education
VP of
Organizational
Advancement

VP of
Professional
Development
President

Adjournment: The meeting was adjourned at 10:52 AM.

Respectfully submitted,

Kelly Rutherford, CAPCSD Secretary

09/09/2025