



Council of Academic Programs
in Communication Sciences and Disorders

Minutes
CAPCSD Board of Directors Meeting
December 15, 2023
10:00 a.m. - 12:00 p.m. ET
Virtual Meeting

CAPCSD Board of Directors Present: Jennifer Taylor (*Past President*) until 11:30; 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*); Katie Strong (*President Elect*); Maya Clark (*VP of Organizational Advancement*)

CAPCSD Board of Directors Not Present: Rachel Theodore (*VP of Admissions*); Jennifer Taylor (*Past President*) from 11:30-11:48

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

Call to Order and Welcome
Called to order 10:02 AM

Jenn Simpson

Consent Agenda

Jenn Simpson

- December 2023 Board Reports
- December Staff Report
- **Motion to approve the November 14-15, 2023, CAPCSD Board of Directors Meeting Minutes**
 Motion Made By: Christie Needham
 Second by: Erin Lundblom
 Approve: 11, Deny: 0, Abstain: 0
 Motion Carries
- **Motion: to approve the Business Meeting minutes from November 15, 2023.**
 Motion made by: Christie Needham
 Second by: Erin Lundblom
 Approve: 11, Deny: 0, Abstain: 0
 Motion Carries

Motion: to approve the consent agenda as presented.

Motion Made: Jennifer Simpson

Second: Kevin McNamara

Approve: 10; Deny: 0; Abstain: 0

Motion Carries

Treasurer Report
Reviewed current finances listed below.
November 30, 2023

Ashley Harkrider



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- a. YTD Income - \$285,094.52
- b. YTD Expenses - \$ 382,365.01
- c. YTD Net Income - \$124,270.49
- d. Fidelity Investments – 1,907,048.40

Action Items

AI Task Force Initiative

Jenn Simpson

- Reviewed the task force that was discussed in the November board meeting. Initial description of task force would include 5-6 members looking at overall landscape in CSD. Suggested that task force be in place for one year with reports back to the Board every three months.
- Discussion regarding what is best format for this topic (task force versus committee), purpose, make-up etc. Friendly amendment of a maximum of 8 (1 person each from: conference planning, online professional development, admission, academic affairs. Combined with an open call for 4 people). President-elect will serve as the ex-officio on the committee.

Motion: to approve the AI Task Force Initiative with the friendly amendments to make the number of committee numbers 8 (1 person each from: conference planning, online professional development, admission, academic affairs. Combined with an open call for 4 people).

Motion Made: Jennifer Simpson

Second: Jennifer Taylor

Approve: 10; Deny: 0; Abstain: 0

Motion Carries

Letter to ACEN (Praxis)

Jenn Simpson

- A request was made that CAPCSD write a letter to ACEN regarding when it would be best for students to take the Praxis exam. The Board discussed and reviewed the letter during the meeting.

ASHA/CAPCSD Joint Meeting

Christie Needham

- Board agreed ASHA/CAPCSD joint meeting minutes look good and executive director will let the ASHA know.

Discussion Items

CAPCSD Business Meeting at ASHA

Jenn Simpson/Ned Campbell

- The executive director raised the question of what the function of the business meeting at ASHA is and what we would like for it to be moving forward. The board discussed should the purpose of the gathering at ASHA be networking/community building or information dissemination.
- We have lots of ways to disseminate information now and the by-laws only require a business meeting within the spring with the conference.
- The Board will discuss this more as we begin planning for next year at a later date.



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Virtual Conference Plan, expenses, fees Tricia Montgomery/Mandie McKenzie

- VP of Professional Development discussed the virtual conference option at the conference this year and the budgetary implications. There would be additional staff time in order to support the virtual conference options.

Motion: to approve the budget to add additional staff time to cover the virtual conference options.

Motion Made: Tricia Montgomery

Second: Katie Strong

Approve: 10, Deny: 0, Abstain: 0

Motion Carries

CAPCSD Conversations

Maya Clark

- VP of Organizational Advancement discussed what is the utility of CAPCSD conversations at this time.
- The Board discussed the financial implications of supporting member engagement in the CAPCSD Conversations and what kind of engagement we are looking for.

Motion: sunset the CAPCSD Conversations and remove the thread from the CAPCSD website.

Motion Made: Maya Clark

Second: Tricia Montgomery

Approve: 10, Deny: 0, Abstain: 0

Motion Carries

Membership Engagement Guidelines

Maya Clark

- VP Organizational Advancement raised the concerns about committee membership engagement and what are the requirements for committee membership. In addition, is there a procedure that helps guides committee engagement.
- Past President shared that this is discussed in Appendix N in the Policies and Procedures Manual.

DEI Policy Clarification

Maya Clark

- VP Organizational Advancement discussed what the next step for a DEI policy now that we have a statement. Past President reviewed the original charge of committee that was to review the current policies and procedures and by-laws to be intentionally reviewed through a DEI lens.

Foundation Task Force Update

Jenny Taylor

- Foundation Task Force met and recommended instead of a foundation the Board consider a different investment path such as an endowment. The task force would like Board advice on how to proceed at this time.
- The Board discussed the idea of an endowment and what that would mean for CAPCSD. The Past President and Executive Director and Treasurer will seek the council of our CPA to get further guidance on this idea.

Committee volunteer process standardized questions, and timing Ned Campbell



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- The executive director reviewed the process to apply for volunteer positions in the organization. At this time, we will use Survey Monkey to allow members to upload curriculum vitae.
- Board members should watch for communication from Ned about what committees will have openings and are their specific needs (such as SLP versus Audiology, etc.).
- VP Organizational Advancement shared questions that could be adapted for various committees to help support DEI in our call for volunteers and that the questions may serve as a substitute for the statement of interest.

Member program closures

Katie Strong

- What is the role of CAPCSD in situations like this and what can we do to help our member programs. The example of College of St. Rose was given, and the Board agreed that the President will reach out on behalf of CAPCSD.

Salary Survey

Christie Needham

- Secretary shared that the salary survey is now available on our website.

Meeting Adjourned at 11:48 AM

Jenn Simpson

Future Meeting Dates

Jenn Simpson

- January 25-27, 2024 - San Antonio
- *February 23, 2024*
- *March 22, 2024 (hold 10:00-11:00)*
- April 2-3, 2024 – New Orleans
- *May 17, 2024*
- *June 14, 2024*

Respectfully Submitted,

Christie Needham, Secretary