Minutes of the Committee on Volunteer Placement Meeting
Teleconference
August 4-5, 2023

Welcome and Call to Order

1. **Call to Order:** Chair Dr. Kenneth Jacobs called the meeting of the committee on volunteer placement (committee) to order at 1:02 p.m.

2. **Establishment of Quorum:** A quorum was established with the following members in attendance:
   - Dr. Kenneth Jacobs, chair
   - Dr. Ana Amaya
   - Dr. Emad Ammar
   - Dr. Nava Fathi
   - Dr. Sunjay Lad
   - Dr. Lucinda Lyon
   - Dr. Lindsey Robinson
   - Jillian Ferrier, governance and strategic operations director
   - Karen Mason, governance and leadership administrator
   - Alison Sandman, chief legal officer

3. **Approval of the Agenda:** The agenda was approved as presented.

Consent Agenda: The committee adopted the following items on consent:

1. Minutes – May 19, 2023

2. Government Affairs Council Incumbent Recommendation:
   - Approve Dr. Travis Smith to serve an additional term on Government Affairs Council, term beginning December 1, 2023.

Closed Session

1. **Deliberations Overview:** Legal counsel provided an overview regarding confidentiality requirements and appropriate evaluation methods.

2. **CDA Board of Directors Nomination Process:** The committee reviewed the board of directors’ nomination process and information to support deliberations.

3. **CDA Board of Directors Interviews:** The committee interviewed board of directors’ candidates per the established guidelines, asking a set of standardized interview questions.

4. **Council, Committee and Leadership Discovery Program (LDP) Deliberations:** The committee discussed the applications received for positions on the government affairs council, committee on volunteer placement and LDP and made preliminary placement recommendations.

5. **Leadership Discovery Program Discussion:** The committee discussed the success and future direction of LDP, with input to be forwarded to the board of directors for consideration.

6. **CDA Leadership Interviews:** The committee interviewed the incoming presidents (2024 and 2025) and CDA executive director to gain additional insight into future work and particular skill sets needed for CDA’s governing bodies.

7. **Council, Committee and Leadership Discovery Program Recommendations:** Following further discussion regarding the candidates’ ratings, skills and qualifications, the committee adopted the following resolution for further consideration by the CDA Board of Directors:
Approve the 2024 council, committee and leadership discovery program recommendations.

8. **CDA Board of Directors Nomination**: Following interviews and an extensive deliberations process, the committee adopted the following resolution for further consideration by the Board of Component Representatives and CDA Board of Directors:

   Approve Dr. Dennis De Tomasi and Dr. Virenchandra Patel as at-large directors for the CDA Board of Directors.

9. **CDA Board of Directors Nomination Report**: Following the deliberations process, the committee approved the board of directors’ nomination report, providing rationale for the nomination of Dr. Dennis De Tomasi and Dr. Virenchandra Patel.

**Information Only:**

1. **2024 Meeting Dates**: The committee was provided with the 2024 meeting dates.

2. **Candidates for Non-CVP Placement**: The committee received a list of applicants that applied for the CDA Secretary and Treasurer positions, which were forwarded to the board of directors for nomination.

**Adjournment**: The committee meeting adjourned at 10:52 a.m.

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Dr. Kenneth Jacobs  
Chair Signature  
Date Signed  
Date Approved