



2024 Board Summit Agenda

**Please note that this agenda is preliminary and subject to change.*

Friday, May 10

8:00 a.m. – 9:00 a.m.	<p>Breakfast (included in your registration)</p>
9:00 a.m. – 10:45 a.m.	<p>The Role of the Board of Directors Dr. Angela I Gustus, CEO/ Co-Owner, CMAG & Associates, LLC Cathy L. Mays MPA, RN, CM/DN, COO/Co-Owner, CMAG & Associates, LLC</p> <p>This portion of the day will be a brief overview of the board’s roles and responsibilities to ensure that all participants have the same understanding of their functions. In addition, this session will include effective and productive communication between board members and with the ED/President of the CAA.</p>
10:45 a.m. – 11:00 a.m.	<p>Morning Break</p>
11:00 a.m. – 12:45 p.m.	<p>Building Capacity Dr. Angela I Gustus, CEO/ Co-Owner, CMAG & Associates, LLC Cathy L. Mays MPA, RN, CM/DN, COO/Co-Owner, CMAG & Associates, LLC</p> <p>In this session, board members will learn all of the various services provided by CAAs across the country. Armed with this information, they will learn ways to build the capacity of their CAA (both through expansion of services and partnerships) within their role as a board member. They will also learn how to best support the ED/President through change and expansion.</p>
12:45 p.m. – 2:00 p.m.	<p>Lunch (included in your registration)</p>
2:00 p.m. – 5:00 p.m.	<p>Understanding Financial Statements for the Non-Accountant Dr. Angela I Gustus, CEO/ Co-Owner, CMAG & Associates, LLC Cathy L. Mays MPA, RN, CM/DN, COO/Co-Owner, CMAG & Associates, LLC</p> <p>Given the importance of board members’ fiduciary responsibility, it is important for them to have some basic knowledge of accounting</p>

practices, statements, and terms, in order to effectively vote on the organization's financial matters. Participants in this session will learn how to read budgets and profit & loss statements (income statements), audit reports, and balance sheets and cash flow statements. Attendees will also learn various terms common to accounting practices.

Saturday, May 11

8:00 a.m. – 9:00 a.m.	Breakfast (included in your registration)
9:00 a.m. – 10:30 a.m.	Leadership Development: How to Build an Effective Leadership Development Program Dr. Angela I Gustus, CEO/ Co-Owner, CMAG & Associates, LLC Cathy L. Mays MPA, RN, CM/DN, COO/Co-Owner, CMAG & Associates, LLC Based on the research of Dr. Angela Gustus, participants will learn about the major components of leadership development. This research was conducted by interviewing multiple CAA ED/Presidents in Maryland. This session will also answer the question of why leadership development is so important. Attendees will also learn the theory of Situational Leadership to enhance their ability to effectively work with others.
10:30 a.m. – 10:45 a.m.	Morning Break
10:45 a.m. – 12:15 p.m.	Succession Planning Dr. Angela I Gustus, CEO/ Co-Owner, CMAG & Associates, LLC Cathy L. Mays MPA, RN, CM/DN, COO/Co-Owner, CMAG & Associates, LLC This last session will explain the different types of succession planning (emergent and planned) and how to plan for both. In addition, participants will learn how to combine succession planning and leadership development to increase the stability among the organization's personnel.
12:15 p.m. – 1:15 p.m.	Lunch (included in your registration)

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Speaker Bios



Dr. Angela I Gustus
CEO/ Co-Owner
CMAG & Associates, LLC

With over 20 years in the human services field, Dr. Gustus has a passion for helping people in the community. Throughout her career, she has held high-level leadership positions in both state government and nonprofit organizations. Currently, Dr. Gustus is the CEO / Co-Owner of multiple businesses that fall under the umbrella of The CMAG Group. Additionally, she has published four books focused on personal and professional growth.



Cathy L. Mays MPA, RN, CM/DN
COO/Co-Owner
CMAG & Associates, LLC

Whether she is wearing scrubs in the recovery room or a business suit in the boardroom, Ms. Mays brings a unique and diverse background to every team. She is the Chief Operating Officer and Co-Owner of The CMAG Group where she successfully leads organizations through accreditation reviews, facilitates strategic planning, and provides professional guidance as an executive coach. As a leader with over 25 years of government and healthcare management experience, Ms. Mays engages, encourages, and empowers organizations and individuals to develop and improve programs that provide outstanding quality services in the community.