



**CAPCA BOARD OF DIRECTORS MEETING**  
**11 December 2010**  
**Asheville, NC**

The CAPCA Board of Directors met at the Grove Park Inn on December 11, 2010. The meeting was called to order at approximately 1:15 p.m. The following were present at the meeting:

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Penny Mahoney	President	X	
Max Justice	Vice President / Program Chairman	X	
Mark Hawes	Treasurer	X*	
Renee Shealy	Secretary	X	
Sheila Holman	2 <sup>nd</sup> Year Director	X	
Randy Taylor	2 <sup>nd</sup> Year Director	X	
Nancy Marshall	1 <sup>st</sup> Year Director		X
John Sudnick	1 <sup>st</sup> Year Director	X	
Peggi Davis	Past President	X	

<u>New Board Member</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Rich Weber	2011 1 <sup>st</sup> Year Director	X	
Beth Partlow	2011 1 <sup>st</sup> Year Director	X	
<u>Staff Member</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Ann Daniel	Executive Secretary	X	
Kay Aumiller	Dues & Registration Chair	X	

<u>CAPCA Committee Members Present</u>	<u>Committee Represented</u>
Connie McElroy-Bacon	Planning / Arrangements / Events
Carl Burrell	Planning / Arrangements / Events

\* Via conference call

**President's Comments:** The President welcomed everyone to the meeting and an introduction of the attendees was held. The agenda was amended to allow Treasurer's report first.

### **Treasurer's Report:**

- Review of current bank statements indicates that CAPCA will finish the year financially about where it started.
- Costs for the Spring and Fall meetings for 2010 were reviewed for planning purposes for 2011.
- Insurance coverage was discussed.

### **Secretary's Report:**

- Minutes of October 20, 2010 and October 22, 2010 meetings as provided in advance were reviewed and approved. A motion was made and seconded to approve the meeting minutes.

### **Planning for Spring, 2011**

- A productive Program Committee meeting was held earlier and an update was provided.
- Surveys From Fall 2010 Conference in Myrtle Beach – 103 received; very successful in getting feedback – many helpful written comments were received. Each session received a 4 or 5 out of 5. The average conference rating was 4.4 out of 5. Thursday evening program was well received. Many positive comments on the set up of the conference room at the Hilton were made. Based on comments received we will be pursuing the following for future conferences: adding signage around the Hilton of meeting room locations, a map of the Hilton layout in the program, a longer break in Myrtle Beach to accommodate distance between exhibit hall and meeting room, introducing the state regulators in attendance, a board for job postings, and discussing the cost of certain items during the meeting so attendees have a better understanding of the actual cost of the conference. Comments were received on the facility itself which will be shared with the Hilton.
- Sponsors and Exhibitors – A motion was made and seconded that no increase in fees was needed. Discussion of process for CAPCA sponsorship was held.
- Arrangements/Gifts – Based on comments from last Spring: larger screens will be used and room set-up will keep aisles on the outside of the rows. More healthy snacks will be added.
- Other – Based on a suggestion on the surveys, the possibility of a “poster session” for the Spring meeting was discussed.

### **Committee Updates**

- Committees and committee membership will be finalized at the February meeting.
- Governance Committee – The new CAPCA Director's Manual was provided to each Board member. Copies of Conflict of Interest and Whistleblower signature pages were provided for each attendee to sign. Signed documents from all in attendance were received.
- Membership and Marketing Committee – a mock-up of a possible new CAPCA webpage was provided. Goal is to keep it simple, market CAPCA

and promote the 2 conferences. A process for approving the content and posting of photographs on the webpage will be developed.

- Finance Committee – Randy Taylor will chair committee for 2011.

#### **Other Business**

- The transfer of Board responsibilities effective January 1, 2011, was discussed.
- A closed Board Meeting was held to discuss contracts.

#### **Future Board Meetings & Schedule**

The next board meeting will be February 12<sup>th</sup> at the Grove Park Inn in Asheville, NC.

#### **Adjourn**

The meeting adjourned at approximately 4:07 p.m.

Respectfully Submitted,  
Renee Shealy  
CAPCA Secretary