



**CAPCA BOARD OF DIRECTORS MEETING
12 June 2010
Myrtle Beach, SC**

The CAPCA Board of Directors met at the Ocean Creek Resort on June 12, 2010. The meeting was called to order at 1:05 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 nd Year Director	X	
Randy Taylor	2 nd Year Director	X	
Nancy Marshall	1 st Year Director		X
John Sudnick	1 st Year Director		X
Peggi Davis	Past President	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

President's Comments: The President welcomed everyone and referenced the successful Program Committee meeting earlier in the day.

Secretary's Report:
The minutes for the April 7 and April 9, 2010 Board meetings in Asheville, NC (as distributed to the Board members in advance) were reviewed. A motion was made and seconded to approve the April 7 and April 9, 2010, Board meeting minutes. The motion was passed.

Treasurer's Report:
The Treasurer reviewed bank account balances. The IRS filing and audits were discussed. The 2009 audit is on track.

Finance Committee:

Sponsorship Sub-committee – Sponsorship letter was sent and one additional sponsor has signed up. Discussed working with Marketing to develop additional sponsorship opportunities for vendors and to evaluate additional methods for advertising to prospective vendors the opportunity to be a CAPCA sponsor (i.e., send direct mailing about the sponsorship program).

Planning for Fall, 2010

Program Update:

Agenda – Good discussions at program committee meeting earlier in the day and agenda is on track.

Surveys – We received 111 surveys and the comments were reviewed.

Sponsors and Exhibitors – Received a new sponsor in the last week and continue to have had a few exhibitors sign up. We hope that more will sign up after the first announcement goes out.

Registration – On-line registration is now available – VISA, Mastercard, Discover and American Express can be used. If you register on-line – you will receive an invite to future meetings.

Arrangements/Gifts – Wednesday night – will plan for traditional activities to include the DJ; Thursday night – will plan for similar arrangements/activities as last year. Other arrangements are on track. Possible gifts were discussed. Discussed conference room set-up particularly related to audience being able to see screens.

Other Business

Marketing Committee – no update

Governance Committee Update – on track to complete the final structure for CAPCA to include roles and responsibility and organizational chart by the end of the year.

Retirement presentation discussion – making presentation at the Fall CAPCA meeting was discussed. A decision will be made at the August meeting.

The need to replace Kay's laptop was discussed. A motion was made and seconded to replace Kay's computer and ancillary items at a cost of up to \$1500. The motion passed.

Future Board Meetings & Schedule

The next board meeting will be on August 14, 2010 at the Hilton in Myrtle Beach.

Adjourn

The meeting adjourned at approximately 3:08 p.m.

Respectfully Submitted,

Renee Shealy
CAPCA Secretary