



**CAPCA BOARD OF DIRECTORS MEETING**  
**14 August 2010**  
**Myrtle Beach, SC**

The CAPCA Board of Directors met at the Myrtle Beach Hilton on August 14, 2010. The meeting was called to order at approximately 1:16 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>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

**President's Comments:** The President welcomed everyone to the meeting.

**Secretary's Report:**

The minutes for the June 12, 2010, Board meeting in Myrtle Beach, SC (as distributed to the Board members in advance) were reviewed. A motion was made and seconded to approve the June 12, 2010, Board meeting minutes. The motion was passed.

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

The Treasurer reviewed bank account balances and the funds are sufficient to cover the anticipated expenses for the remainder of the year.

2009 Audit - The draft audit was shared for information. In response to the recommendations in the 2009 audit, we will evaluate the need for a fidelity bond.

Cancellation Insurance - The need for cancellation insurance was discussed. The industry standard requirements have changed regarding liability for cancellation of future contracts. The cancellation insurance policies only cover if you can't physically get to conference. It was determined that no change to the current process for hotel contracts was needed and CAPCA will not pursue cancellation insurance.

### **Planning for Fall, 2010**

- Registration Update - Registration is typical for this timeframe. On-line registration is working well.
- Program Update - Productive meeting earlier today and the agenda and speakers will be finalized within the week. A second mailing will be done the first of September. Final agenda is due 30 days prior to the meeting. Program will be evaluated for American Board for Industrial Hygiene continuing education credits.
- Speaker Instructions - The existing speaker instruction sheet has been evaluated and recommendations made to update it. A template will also be developed to provide with the speaker instructions.
- Room Arrangements - The physical layout of Hilton ballroom creates issues with being able to see the screens because of the low ceilings. The layout for the Fall meeting will be adjusted to try to address this concern.
- Sponsors and Exhibitors - Discussed sending a letter to vendors/exhibitors in December inviting them to be a sponsor.
- Arrangements / Gifts - DJ has been confirmed for Wednesday night. Thursday night entertainment was discussed.
  - o Gift Selections - several items were evaluated and a selection made.
- Other
  - o Vendor electric and internet cost will be covered in exhibit hall.
  - o Membership & Marketing Committee Update on Exhibitor Sponsorship Items
    - Sponsors would be recognized by signage on the table / easels and mentioned during the conference.
    - Sponsorship opportunities
      - Cover cost of breaks

- Door prizes for Thursday night
- Thursday night entertainment
- Pay for entertainment
- Items
  - Golf items
  - Beverage sponsorship where they can also provide Logo cups
- Nancy and Carl to redo exhibitor sponsorship sheet with board comments and costs and resubmit to the board for approval to send out early Sept.

### **Other Business**

Nominating Committee – No report

Marketing Committee – Discussed the need for a process/procedure for making changes to webpage. Beginning immediately the Board will be emailed any changes and given a timeframe to review. A CAPCA business card for exhibitors/vendors to provide when they make sales calls will be developed. Also discussed the possibility of developing a master list to send CAPCA related information.

Governance Committee Update – meeting planned for September; developing a Board member booklet to provide to all new Board members was discussed.

Finance Committee – No report

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

The next board meetings will be on October 20 and October 22, 2010 at the Myrtle Beach Hilton.

The December Board meeting will be held at the Grove Park Inn on December 11, 2010.

### **Adjourn**

The meeting adjourned at approximately 3:27 p.m.

Respectfully Submitted,

Renee Shealy  
CAPCA Secretary