

**CAPCA BOARD OF DIRECTORS MEETING**  
**October 18, 2006**  
**Myrtle Beach Hilton, SC**

Attendees:

Peter Lloyd	Tommy Bartlett	Charlie Carter	Phil Brantley
Hanneke Counts	Jim Joy	Don vander Vaart	Mark Hawes
Kay Aumiller	Ann Daniel	Peggi Davis	

Absent: Penny Mahoney

The meeting was called to order by President Peter Lloyd at 8:28 am.

Minutes from the August 12 meeting, previously distributed, were approved with no additional comments.

The CAPCA website should be up to date and links functioning correctly now.

**Treasurer's Report**

Phil distributed the financial report, current through the end of September. Many deposits from the fall meeting are not yet reflected. The report is attached as information. Phil also distributed the 2005 CAPCA Audit report, prepared by Eve McCoy. The Board was asked to review it for later discussion. Peter received comments back from the group, and sent the more brief response letter to Eve for her 2004 Audit report.

**Review of Member Evaluations – Spring 2006**

Less responses received than in the past, though it is believed the cause was the two-page survey in the program, rather than the usual two-sided, one page form. Still, the responses indicate the membership is not in favor of paying an additional fee for the ability to use credit cards.

**Current Meeting – Fall 2006**

395 attendees pre-registered. Kay distributed statistics on registrants. There was some concern about exhibitors moving booths and setting up early. Hotel construction activities in the exhibit area were not notified in advance, and caused some problems, but adjustments were made.

Wireless access not available in exhibit hall or meeting rooms, but available to guests in other common areas and rooms. It is not known if Kingston guests can have access at the conference hotel. Same number in the block of rooms at the Hilton, double the usual amount at Ocean Creek, and both hotels are booked full.

Jim Joy distributed Board nominations from the nominating committee. These nominations will be presented to the general membership during Friday's business meeting.

**By-laws Committee**

Peter reported the By-laws committee has not met since the last Board meeting, though Max Justice has agreed to continue to lead the group and was informed of the five items the team was asked to pursue further. Max and Peter will describe the issues and procedures of the committee's activities to the attendees before the lunch break on Thursday.

**Finance Committee**

The Audit committee met on September 14. Eve McCoy was consulted for recommendations. Mark relayed the recommendations of the committee, some of which include re-instituting annual internal audit by March 1, not to preclude the external audit. The committee also suggested beginning the 2006 audit process with the outside auditor. Phil disagrees the approach the committee is taking, and feels this work is redundant and unnecessary. Ann commented all of

the information in the committee's request is not readily available, some of the information is still with Eve McCoy, and the review process may be more complicated than anticipated. Mark had talked with two other non-profit organizations about their audit procedures, and both stated similar procedures as CAPCA, preferring to use an outside audit firm. After further discussion, it was decided a "pilot study" of an internal audit, such as a review of total conference attendees and associated fees reconciled with monies collected. Any problems encountered and a further investigation will be initiated. There was general agreement to Board should continue to evaluate credit card acceptance.

**Other Business**

Peter contacted Barry Henderson, and he recalls and will look for the CAPCA procedures/policy notebook.

The next Board meeting after this week is scheduled for Saturday, December 2 at the Grove Park Inn in Asheville.

The meeting adjourned at 9:40 am.