



CAPCA BOARD OF DIRECTORS MEETING
22 October 2008
Myrtle Beach, SC

The CAPCA Board of Directors met at the Hilton Hotel in Myrtle Beach, South Carolina on 22 October 2008. The meeting was called to order by President Tommy Bartlett at 8:15 am. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Tommy Bartlett	President	X	
Peggi Davis	Vice President / Program Chairman	X	
Mark Hawes	Treasurer	X	
Penny Mahoney	Secretary	X	
Renee Shealy	2 nd Year Director	X	
Max Justice	2 nd Year Director	X	
Don Willard	1 st Year Director	X	
Jim Witkowski	1 st Year Director	X	
Charlie Carter	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

Guests attending Board Meeting

- None -

President's Comments:

Tommy opened the meeting with comments about the 5 year planning meeting that was held on October 21st. We will continue to work on this over the next several board meetings.

Secretary's Report:

Peggi Davis had prepared the notes for the August 8th Meeting. The minutes were approved and seconded.

Treasurer's Report:

As of October 22, 2008, CAPCA has a balance of the following:

Crescent	Checking:	\$32,054
	Savings:	\$266,717
Wachovia	Total:	\$79

In the December meeting, the board will review all expenses and begin to set a budget.

The Quick book records will be moved to an on-line edition so that Kay, Ann and Mark will all have access to the same information at any one time.

Arrangements:

Connie stated that everything is arranged for the meeting.

The only issue is that the weather may not be conducive to an outside pool party for Wednesday night. The hotel will make the call at 2:00 pm as to whether to have the party inside or out.

It was found out late that exhibitors can only send their equipment to Convention Makers. The hotel will only accept envelopes and other office type materials. This caused a problem for some exhibitors sending their materials to the hotel.

Kay and Ann gave an update. There are 391 people pre-registered. This compares to 399 that were pre-registered last year. NCDENR pulled-out 16 people on Friday night due to travel restrictions.

Planning for Fall, 2008

Program Update:

The program is in place. There are a few speaker changes but there is a speaker in place for every slot.

Sponsors or Exhibitors:

Kay has found a new sponsor for us. Progress Energy donated \$750 for the remainder of 2008 and will donate \$1500 for all of 2009.

Arrangements/Gifts:

Connie has unpacked all of the bags.

Surveys:

Connie will get us baskets to collect the surveys. We will have a two night/three day give away from the Hilton and a \$50 restaurant gift card. Renee has agreed to compile these for this meeting if Meredith is unavailable.

Other Business:

Web Site

Kay and Ann have updated the web site. We now have pictures, links to other web sites, more color and the web site overall is easier to read. There will be pictures of presenters next to the presentations. The programs have a password in it that will allow only the attendees to access the presentations. Presentations will be kept on the web site for 2 years.

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Board Member Succession

Ann and Kay were excused to set up for registration and Tommy asked the second year board members to leave in order to discuss nominations along with the extended Treasurer role. A suggestion of using a bookkeeper to relieve some of the burden from the Treasurer was considered. Mark is going to pursue the cost associated with a bookkeeper. We need to continue to look at ways to reduce cost but this was considered necessary to pursue.

We discussed the new board member nominations for next year.

Adjourn

The meeting adjourned at approximately 9:30 am.

Respectfully Submitted,

Penny C. Mahoney
Secretary