



## CAPCA BOARD OF DIRECTORS MEETING

08 December 2007

Grove Park Inn, Asheville, NC

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on 08 December 2007. The meeting was called to order by President Tommy Bartlett at 12:50 pm. The attached agenda was distributed to those present at the meeting. 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 <sup>nd</sup> Year Director	X	
Max Justice	2 <sup>nd</sup> Year Director	X	
Don Willard	1 <sup>st</sup> Year Director	X	
Jim Witkowski	1 <sup>st</sup> 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	

### CAPCA Committee Members Present

### Committee Represented

Carl Burrell	Planning / Arrangements / Events
Nancy Marshall	Planning / Arrangements / Events
Meredith Magnum	Planning / Arrangements / Events

### Guests attending Board Meeting

None

CAPCA Board Meeting –The Grove Park Inn

08 December 2007

Page 2 of 7

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**President's Comments:**

The president opened the meeting by thanking Charlie Carter for addressing critical organizational issues during his term of office. He also thanked Peggi Davis and Mark Hawes for their work in improving the treasurer's documentation.

He also requested that for future board meetings, the secretary will supply the agenda to the organization. This is because the secretary is taking notes during the meeting and this will streamline things.

**Secretary's Report:**

The June 9, August 18<sup>th</sup>, and October 1<sup>st</sup> minutes were reviewed by Mark Hawes. Charlie Carter moved to approve the minutes. Max Justice seconded. Discussion followed. The minutes were amended. These minutes were approved.

Peggi commented that all dollar amounts with the exception of the treasurer's report should be removed from the minutes since these are posted on the web site.

The minutes from October 24 and October 26 Board and Business meeting minutes were approved. Peggi Davis moved to approve the minutes. Max Justice seconded. These minutes were approved.

**Treasurer's Report:**

The treasurer's report was given by Mark Hawes. The 2006 tax filing for non-profit was signed and sent on November 13<sup>th</sup>. Ann and Kay are continuing to visit new banks. Don Willard made the motion that we would use Fidelity Bank and use just a money market account there instead of two checking accounts. Renee Shealey seconded. We cannot close the Wachovia account until the balances are reconciled between CAPCA and the accountant.

At Crescent Bank, we have \$35,000 in checking and \$155,900 in savings. We are using Quickbooks now instead of Quicken. Tommy asked Ann and Kay to find a course in Quickbooks.

**Finance Committee Report**

No report was given at this meeting due to time constraints.

### **Planning for Spring 2008**

#### **Program:**

The agenda is being firmed up. We are deciding whether to have a split session on Wednesday afternoon. Carl will have to check with the Grove Park to determine whether this will be possible. The program has to be done 1 month before the meeting. The postcard should be sent out right after the 1<sup>st</sup> of the year. The postcard will have the contact information and the cut-off date for the Grove Park and the back-up hotel. There will be general information on the topics. Second mailing will be in February right after the February board meeting.

The program committee may have a conference call prior to the next board meeting.

#### **Sponsors or Exhibitors:**

Since these are done on an annual basis, we need to decide what to do at the Hilton. Charlie, Carl and Tommy have negotiated rates with the Hilton to the new exhibit hall. So, it is now possible to set the rates. Ann is going to determine a new fee for both meetings. We will move registration to the new center. Ann will send the new fee to the board members by e-mail and then we will approve.

#### **Registration Fee:**

All registration fees will be raised \$25 to allow for people to possibly allow for future use of credit cards for registration. Charlie Carter moved to raise all registration fees for member and non-member by \$25. Mark Hawes seconded. The motion carried.

#### **Arrangements/Gifts:**

Carl Burrell stated that he had no suggestions for gifts. He said that a vendor suggested a cooler/grill combination. A memory stick was suggested. Everyone liked that idea. Mission style picture frame was also suggested.

Carl also had the exhibitor indemnification agreement. All attorneys in the room protested. The attorneys will review this and report back at the next meeting.

Carl reviewed the Banquet Event Orders. The exhibit room can only be set up on Wednesday afternoon. Only half of the room can be set up early. The Wednesday barbeque buffet will be changed. Due to the cost, we will be charging more for guests next year.

### **Other Business:**

#### **Planners**

Both planners were asked to propose their experience and the cost to plan two conferences and four board meetings per year. The plan is for Carl to work with them for the first year to help them and then transition completely to the planners. McElroy and Bacon Consulting Services and Kohn Associates made proposals for conference planning. A discussion ensued regarding the need for CAPCA to grow and the need for these planners to assist with outreach, recruiting and funding. Carl feels that he can continue for some period of time. There was some concern that the proposals were so different that a decision cannot be made. Carl is going to obtain a set of quotes that are more consistent. The board will make a decision in February.

#### **By-Laws Committee**

Max Justice reported that the length of service for some officers will be changed. The committee is also looking at when new officers will take office. This may be changed to the first of the year. This will be discussed at the next meeting.

#### **Surveys**

Nancy Marshall covered the information from the survey responses from the fall meeting. Thirty-two people stated it was their first CAPCA. Most survey responses were positive. Nancy is suggesting that the surveys be done

electronically or that the planners help with the surveys. Inputting the data from the 158 surveys was very time consuming.

**Future Board Meetings & Schedule**

The next two board meetings will be on February 9<sup>th</sup> and April 2<sup>nd</sup> both at the Grove Park Inn. The board meeting will start at 11:00 am on February 9<sup>th</sup> with lunch at 12:00 pm.

**Adjourn**

Motion to adjourn the meeting was made by Max Justice and a second to the motion was offered by Mark Hawes. The motion carried.

The meeting adjourned at approximately 4:04 pm.

Respectfully Submitted,

Penny C. Mahoney  
Secretary