

CAPCA BOARD OF DIRECTORS
February 28, 2006
Conference Call

The CAPCA Board of Directors met via conference call on February 28, 2006. The February 11, 2006 meeting was cancelled due to inclement weather. Peter Lloyd, President, called the meeting to order at 3:36 pm.

Attendees:

Ann Daniel
Tommy Bartlett
Penny Mahoney

Peter Lloyd
Peggi Davis
Kay Aumiller

Jim Joy
Charlie Carter

Hanneke Counts
Mark Hawes

Absent: Phil Brantley, Don van der Vaart

The agenda was slightly modified to accommodate schedule conflicts for some Board members. Minutes taken at the November 19, 2005 Board meeting were approved as revised.

Treasurer's Report

Phil Brantley's report was presented to the Board by Peter. As of January 30, approximately \$190,000 showed in the accounts. Peter will ask Phil to mail each Board member a copy of the Quicken reports (since they cannot be emailed) to be reviewed in time for the next meeting. Phil's financial reports are attached to these minutes as information.

Peter sent a letter to the accountant to thank her and officially close out the 2003 Audit. The 2004 Audit report should be ready by the April Board meeting. Peter will ask Phil to send a copy of the audit report to the Board members prior to the spring meeting.

Audio/Visual Volunteers

After discussion with Jack Preston, Hanneke confirmed SCE&G will continue to provide audio/visual volunteers for the conference. These individuals should have some type of identification (ribbon, A/V on nametag) noted at the conference.

Finance Committee

The committee held a conference call on February 8, and obtained input from the accountant as well. The Board needs to decide how involved they want to be on expenditures, and whether to develop approval procedures for capital expenditures as various levels, such as certain level for President and Treasurer approval, and another level for full Board approval. The team suggested monthly, or at most quarterly, submittal of expenses for reimbursement, and multiple signatures on disbursement of funds. There is concern about timing on this latter suggestion, since Board members do not meet on a frequent basis, nor are they localized. There is a cost involved with accepting credit cards, but the group is still investigating. There are more additional costs if registration is done through the website. A suggestion was made to add a question on the evaluation form to inquire if there is enough interest from the membership in on-line registration, with additional cost.

At the end of Mark's update, a motion was made that the Board adopt a procedure to allow for capital expenditures not to exceed \$500, for the staff and association planner. Purchases of \$501 to \$2000 can be made with the approval of two of the following three officers: President, Vice-President and Treasurer. These expenditures must be reported to the Board at the next meeting. Expenditures above \$2000 must obtain Board approval. Motion carried.

A suggestion was made to discuss the issue of oversight at the next Board meeting. Ann had offered to supply the Treasurer with supporting documentation (check stubs) for checks written at the end of each month.

The committee recommended inviting Eve McCoy to the June Board meeting to discuss audits and some of these financial issues. Mark will supply a written summary of the committee's report at the next Board meeting.

2005 Fall Conference

Charlie has not completed his review of the fall evaluations, but will mail his summary to the Board members. The letter to the Hilton regarding registration problems and construction concerns is no longer timely. A letter will be sent only if these issues are reflected often in the evaluations.

2006 Spring Conference

At the time of this meeting, 25 booths had been rented, which is about half of capacity. 22 booths have already been rented for the fall. Seven contributors have paid.

There will be the usual arrangements and accommodations for the spring conference. Program soon to be settled; any comments or adjustments must be sent to Charlie immediately. Another meeting notice to be distributed soon.

By-laws Committee

The committee should be ready to present its findings at the next Board meeting. It is believed all available documentation has been reviewed, and some personal interviews have been set up.

Other Issues

Any one can nominate someone for the President's Award, though it must be in writing. Phil should have the qualification specifications. The President's Award is not necessarily given out every year.

There was much discussion regarding the need for annual audits, using an outside CPA, and who should be on the audit committee. This topic was tabled for a future Board meeting, preferably June if Eve will be present.

Peter to send out possible dates for future Board meetings. The June meeting may take place in Columbia if Eve is able to attend.

The meeting adjourned at 5:22 pm.

Respectfully noted and submitted by,

Peggi Davis
CAPCA Secretary

/Attachment