



CAPCA BOARD OF DIRECTORS MEETING
09 February 2008
Grove Park Inn, Asheville, NC

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on 09 February 2008. The meeting was called to order by President Tommy Bartlett at 12:56 pm. 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>
Carl Burrell	Planning / Arrangements / Events
Meredith Magnum	Planning / Arrangements / Events

Guests attending Board Meeting
- None

President's Comments:

The president opened the meeting by suggesting that the program review be done early in the meeting to allow for Carl and Meredith be able to leave the meeting.

Secretary's Report:

Kay had several comments on the December 8th minutes. Renee Shealy moved to approve minutes with Kay's changes. Peggi Davis seconded.

Penny mentioned that there are many paper minutes and records back to the late 80's that are being transferred from secretary to secretary. These are bulky and could be damaged in the paper form. Ann then mentioned that there are numerous years of minutes on the web.

It was decided that all minutes can be electronic. Ann will call Eve to see how far back we need to keep the minutes. We will only keep this number of years. We will keep at least two copies of the minutes on CD. One will be kept with the secretary and one in a safety deposit box.

We will keep two years of minutes on the web.

Treasurer's Report:

Crescent	Checking:	\$35,000
	Savings:	\$156,500
Wachovia	Total:	\$12,400

Kay and Ann are looking for a course in Quick Books. They will continue to pursue.

Finance Committee Report

No report.

Planning for Spring 2008

Program:

Peggi stated that the agenda is almost firmed up. Ann stated that she needs the completed program four weeks prior to meeting. We will be doing another mailing this week. No changes in the agenda will effect the arrangements except that the breaks will be slightly longer.

Sponsors or Exhibitors:

We have 50% of the exhibitors that we need for the spring and most have signed up for the fall also. The exhibitor fee is \$825 for both spring and fall.

Fees:

As information the guest fees are \$50 per symposium and \$28 per lunch.

Tommy and Ann will be looking into a credit card machine. Ann will discuss with the bank.

Arrangements/Gifts:

Board breakfast is at 8:00 am in Hoover J. Ann will supply a list of exhibitors to the Grove Park Inn in at least a week in advance.

A discussion around the Wednesday night buffet and Thursday lunch ended in neither menu being changed. The buffet will include more items this year.

Exhibitors cannot be in the exhibit hall until Wednesday night until 5:00 pm. This will keep the exhibitors from participating in the social. The social will be moved back to 6:00 pm – 8:30 pm. Peggi and Tommy to speak with the Grove Park after the current Board meeting.

The Board review options and made the selection for the attendee gift item.

Other Business:

Planners

The Board had a meeting immediately prior to this Board meeting and decided that an event planner should be hired for one year as a test case.

In the pre-meeting, it was moved and seconded that we select the Connie McElroy-Bacon Consulting Services with the stipulation of the contract cover two meetings plus observation of the April, 2008 conference. The motion carried with one abstention.

In the pre-meeting, Tommy Bartlett exited the planning discussion. Carl Burrell was part of the discussion but exited before the board vote.

Peggi suggested that we have a sub-team to work on the transition plan. The team should include Kay, Ann and Carl. Peggi is going to get with Carl. They will get together with Kay, Ann and Connie to finish the arrangements.

By-Laws Committee

The By-laws will be changed for the terms of officers will begin at the first of the year and to clarify the President and Treasurer. Max is going to clarify the wording and all board members will vote by e-mail.

We decided to vote at registration. We will send a mailer with the information to be voted on and ballots will be inserted in the registration packets. All people will be encouraged to submit their ballot before leaving registration.

In the pre-meeting, the board discussed that it wants to finalize responsibilities for officers and staff.

Membership

Kay handed out a graph of membership since 2001. This graph is shown in Attachment 1. In 2004, the directors sent letters encouraging people to attend/belong to CAPCA. These letters will be repeated for the fall meeting.

Tommy suggested that we have a marketing committee to solicit new members and sponsors.

Surveys

Nancy will not be able to handle the survey for the short term and Meredith will take over her work with the surveys.

Fall Meeting

The fall exhibitor hall is not big enough to hold both the booths and the registration hall. So, we will keep the registration area where it has been in the past in order to keep the booth numbers the same. This will be OK since the meeting rooms are near that area. Breaks in the fall agenda may need to be around 45 minutes to allow for walking time between the new exhibit hall and the meeting rooms.

The Hilton dropped the request for exhibitor indemnification agreement. The question was then brought up of do we need General Liability Insurance. Ann agreed to discuss this with the insurance company.

An attendee graph from the last fall meeting is shown in Attachment 2. This graph was inadvertently omitted from the December minutes.

Planning for the 40th Anniversary

CAPCA's 40th anniversary is in 2009, and the Board began discussing ways to celebrate this event.

Growth and Planning

Tommy and the rest of the board feel the need to spend a day to discuss CAPCA's future. Max suggested we have an outside facilitator to ensure the meeting is effective. The meeting will be the board members and a few selected non-Board members. Planning will continue at the April board meetings.

Clemson Scholarship

Ann received approval to continue the Clemson scholarship.

Future Board Meetings & Schedule

The next two board meetings will be on April 2nd and April 4th both at the Grove Park Inn. The board meeting will start at 8:00 am on April 2nd.

Adjourn

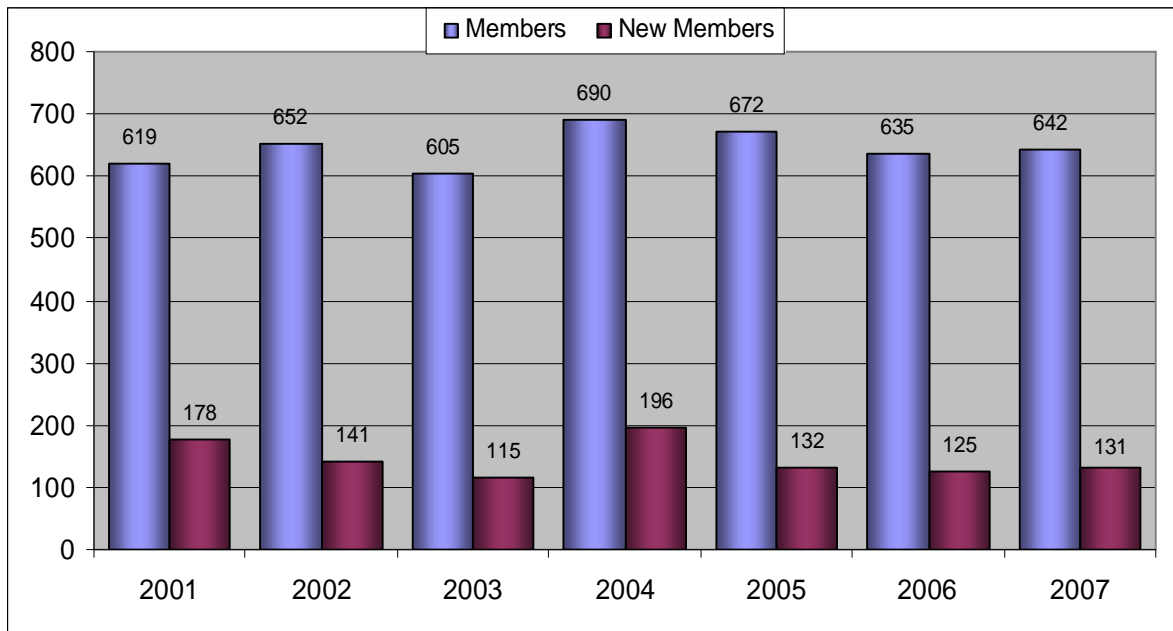
Motion to adjourn the meeting was made by Renee Shealy and a second to the motion was offered by Don Willard. The motion carried.

The meeting adjourned at approximately 3:20 pm.

Respectfully Submitted,

Penny C. Mahoney
Secretary

Attachment 1



Attachment 2

**CAPCA
2007 Fall Attendees**

