



CAPCA BOARD OF DIRECTORS MEETING

**11 April 2007
Grove Park Inn
Asheville, NC**

The CAPCA Board of Directors met at the Grove Park Inn on 11 April 2007. The meeting was called to order by President Charlie Carter at 8-35 AM. 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>
Charlie Carter	President	X	
Tommy Bartlett	Vice President / Program Chairman	X	
Peggi Davis	Treasurer	X	
Mark Hawes	Secretary	X	
Don van der Vaart	2 nd Year Director	X	
Penny Mahoney	2 nd Year Director	X	
Renee Shealy	1 st Year Director	X	
Max Justice	1 st Year Director	X	
Peter Lloyd	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

Carl Burrell
Nancy Marshall, RMT

Committee Represented

Planning / Arrangements / Events
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Guests attending Board Meeting

Kevin Nesbit

Minutes from the 10 February 2007 Board Meeting, previously distributed by Mark Hawes, were approved with comments from Peter Lloyd incorporated. **Tommy Bartlett** moved to approve the minutes with the incorporation of the comments presented at the meeting with a second offered by **Peter Lloyd**. The motion carried with no objections.

Treasurer’s Report:

The treasurer’s report was provided by Peggi Davis and Ann Daniel. An overview of the current bank accounts was provided. Copies of the current bank account statements from Crescent State Bank and Wachovia were provided (reference attachments to minutes). The balances are as follows:

Crescent State Bank:	\$35,000.43 (Checking - as of 28 March 2007)
	\$142,395.61 (Savings - as of 30 March 2007)
Wachovia:	\$31,162.98 (business choice - as of 6 April 2007)
	\$81,949.29 (Money Market Savings - as of 6 April 2007)
<hr/> Total:	<hr/> \$290,508.31

Ann reported that Wachovia charges a minimum monthly charge of \$125. Transaction fees are charged for each check deposited. Ann noted that with 30 checks deposited Wachovia charged for 30 transactions.

Ann and Kay have investigated two other financial institutions for consideration of moving the Wachovia account. Coastal Federal Credit Union and First Charter are the two institutions that are being considered. Coastal Federal will allow a business account after a \$35 joining fee. The Finance committee will meet to discuss the options and provide a recommendation at the June Board Meeting.

Status of Calendar Year 2006 Audit - Mark Hawes

Mark moved to increase the amount of the computer equipment purchases from \$4000 to \$5000. A second was offered by Don van der Vaart. The motion passed without dissenting vote.

Mark reported that the CY2006 audit is on hold until all of the CY2006 records are assembled. The former association planner, Phil Brantly, maintained the majority of the bank account records and those have yet to be obtained. Peggi will contact Phil Brantley to seek the additional records. If these records are not recovered, CAPCA will need to obtain copies of bank account information for CY2006 directly from Wachovia. Mark reported that Eve McCoy had recommended that CAPCA file an extension for the IRS filing to have additional time for obtaining the records. Eve has been authorized to file the extension request. The Board approved of the extension request.

PCs & Equipment Update - Ann Daniel & Peggi Davis

Peggi Davis reported that the new laptop, carrying case, and external hard drive have been received. Ann Daniel reported that three copies of Quick Books have been purchased. At this time, Peggi is in the process of setting up the laptop.

2007 Spring Conference:

Attendees/Sponsors/Exhibitors - Ann Daniel & Kay Aumiller

Kay Aumiller distributed the pre-registration information. A copy is attached for the records. Approximately 376 are pre-registered with another 25-50 expected as walk-ins. Ann reported

that 49 of 50 booths are taken. Three free booths are provided for the regulatory agencies. Booth fees were increased by \$25. The increase in fees offset the cost for wireless internet access and providing beverages for the exhibit hall area.

Arrangements –Carl Burrell & Nancy Marshall

Carl Burrell noted that everything is in place and no issues are foreseen. Carl and Nancy will be distributing information to all of the exhibitors that contains wireless access information and access codes.

All arrangements have been made for the breaks, symposium, etc. The gifts are water bottles and a CAPCA planner. Lunch for Friday is for 200 people. This was based upon last year's plan. Carl and Nancy will be communicating with the Hotel staff to determine the actual numbers for the events to aid in planning for future events. Carl and Nancy will also gather information on the amounts of food and beverages consumed at the various events and what the costs were. The action will be to plan based upon actual data for future meetings.

Charlie Carter noted that the room blocks need to be revisited for future meetings as there was confusion with the numbers of rooms blocked. There is a need to block additional rooms for the Spring meeting. In addition, the current cutoff date is 45 days from the date of the meeting. The Board believes that the cutoff date must be adjusted to provide additional time for participants to obtain a room. Charlie also reported that the GPI had provided a "universal contract" amendment that will raise the room rate from \$109/night to \$119 per night for future meeting events.

Program – Tommy Bartlett & Program Committee

Tommy Bartlett reported that all program activities are in order and there are no issues foreseen. No issues are foreseen with speakers, etc.

Several Board members expressed concern over vendors using CAPCA's name or an overlap of time into CAPCA's program. The issue of concern is that a pre or post conference meeting may draw participants away from the CAPCA program. In addition, concern was expressed that a vendor providing any type of forum, be it pre or post meeting, may unknowingly infer, either directly or indirectly, that CAPCA has endorsed the forum when in fact this is not the case. While much discussion of this issue ensued, no actions were taken.

The new evaluation has been incorporated into the program booklet. Peter Lloyd moved that a gift card of \$50 be obtained for a drawing to be held at the end of the meeting for those turning in an evaluation. This is to promote participants completing and turning in the program evaluation. Don van der Vaart offered a second to the motion. The question was called and passed with unanimous consent.

Upcoming Meetings:

The next meet will be held at the Grove Park Inn on Friday, 13 April 2007 following the conclusion of the Spring Conference.

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Motion to adjourn the meeting was made by Max Justice. A second to the motion was offered by Don van der Vaart. The question was called and passed with unanimous consent.

The meeting adjourned at 9:47AM.

Respectfully Submitted,

Mark E. Hawes
Secretary