



**CAPCA BOARD OF DIRECTORS MEETING**  
**21 June 2008**  
**Sea Trails Resort, Sunset Beach, NC**

The CAPCA Board of Directors met at the Sea Trails Resort in Sunset Beach, North Carolina on 21 June 2008. The meeting was called to order by President Tommy Bartlett at 1:00 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 <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

<u>CAPCA Committee Members Present</u>	<u>Committee Represented</u>
Carl Burrell	Planning / Arrangements / Events
Connie McElroy Bacon	Planning / Arrangements / Events

**Guests attending Board Meeting**

- None

**President's Comments:**

None

**Secretary's Report:**

Penny had incorporated comments from Kay and Peggi in the minutes for April 2<sup>nd</sup> and 4<sup>th</sup> draft minutes. Peggi Davis moved to approve these minutes and Don Willard seconded.

**Treasurer's Report:**

As of June 20, 2008, CAPCA has a balance of the following:

Crescent	Checking:	\$35,040
	Savings:	\$199,060
Wachovia	Total:	\$79

The Grove Park Bill was quite a bit more than last year. Carl investigated the difference by asking each group from the Grove Park Inn to discuss their portions of the bill with him. There was a lot of discussion around what could be done to reduce these charges next year. One suggestion to pursue is consider other AV suppliers. . Room rates for next year have gone up significantly from last year.

We have signed contracts at the Grove Park and at the Crown Plaza as an overflow hotel for 3 more years.

Mark gave a 2007 Audit/Tax Update. All of the information is now available for Eve He requested permission to send the information to Eve on disc because it does not print well.

Kay and Ann are looking for a course in Quick Books. They have found a two day training course for around \$500 per person. NC State does not offer a set Quick Books course but Connie is going to check to see if they will provide a trainer for Kay and Anne for a less expensive rate than the two day course.

## Planning for Fall, 2008

### Program Update:

The program is tentatively planned. There was some discussion about how the program committee traditionally has run and whether changes should be made. The Board will continue to consider and evaluate possible improvements for the program committee. It was suggested a list of acronyms be put in the program book to help people understand the vocabulary. There is an acronym list on the CAPCA web site. It may be better to have a separate hand out so people can keep this separately.

### Sponsors or Exhibitors:

There are only 29 more spaces left to rent for the fall meeting.

The Exhibition Hall will be open Wednesday afternoon. In the past, the Exhibit Hall was only available to attendees on Thursday and Friday. Previous comments from vendors have indicated this would not be a problem to have most of the booths ready at this time. The break will be no earlier than 3 pm.

Carl and Connie are going to look into if we can use the exhibit hall for Wednesday night in the event of bad weather.

Ann discussed the possibility of having companies bid on having their names on napkins, lanyards and cups. Everyone agreed that the lanyards should continue to either have just "CAPCA" printed on it or to have nothing printed on it. Connie is going to bring some lanyards to the next meeting for the board to choose.

The topic of napkins and cups will be brought up at the next exhibitors meeting.

### Arrangements/Gifts:

Connie brought a set of gifts to review. The group decided on the insulated beach bag. If the bag comes in green, we will get it in green to be consistent with the Sustainability theme.

We need to determine if we are going to have lunch all in one room so we can have a key-note speaker on Thursday. Carl and Connie will find out.

Registration will be in the same place. We discussed needing better signage to point out where this is.

Mark commented that Thursday lunch might be better to have sandwiches because it is easier to handle if we have a buffet especially if there are problems with seating.

Tommy requested that we put the CAPCA seal on the speaker podium. Ann reported that two of them had been stolen in the past. Ann is going to check on a price for purchasing new seals but Peggy pointed out that we wanted to hold off on any unnecessary expenditure in preparation of the anniversary. This will be discussed at the next meeting.

### **Registration**

Credit card registration went fine at the Grove Park. Pre-registration with a credit card poses problems because people can use someone else's credit card and that is a problem. There are new programs that may have addressed these problems. Connie mentioned that "Member-Clicks" is one company that does this service.

### **State Letters**

It was decided that since attendance has been so high, it was not necessary for the states to send out letters of encouragement

### **Other Business:**

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

Rotation of board members will be looked at during the CAPCA planning meeting in July.

#### **Web Site**

Our web site is maintained by a single company for a flat fee. Tommy felt like we need to safeguard our presentations on the website. We need to pass code the presentations so that only people that attend our conference have access to those presentations.

We also want to be able to register on-line. We need to determine if the current company has the capability to add this feature.

### **Planning for the 40<sup>th</sup> Anniversary**

The 40<sup>th</sup> Anniversary celebration will be held in the fall of 2009. We are going to put a small committee together to begin planning. Peggi is going to lead this committee. Costs of the next two seminars will be controlled in order to begin to save money for this event.

### **Liability Insurance**

The board agreed to purchase the general liability insurance.

### **CAPCA Article**

Jim Berry is interested in writing an article for "Pollution Engineering" about CAPCA. He wants to write about CAPCA history and the facts that it predates the EPA. The purpose is to encourage other states to begin organizations like ours.

### **Growth and Planning**

Tommy and the rest of the board feel the need to spend a day to discuss CAPCA's future. This meeting will be held on a Friday in July and will be held in Max's Charlotte Office. The purpose of this meeting will be to plan the next five years. We will also plan what the different roles are. The use of a facilitator is being considered.

### **Future Board Members**

Charlie mentioned it was time to get the nominating committee together for next year. He is going to get a couple of past presidents together to look into the new board members.

### **Future Board Meetings & Schedule**

Tommy brought up the point that we might want to move the board meetings to Friday. The next board meetings will be either on August 8<sup>th</sup> or August 15<sup>th</sup> at the Myrtle Beach Hilton.

### **Adjourn**

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

The meeting adjourned at approximately 3:20 pm.

Respectfully Submitted,

Penny C. Mahoney  
Secretary