



CAPCA BOARD OF DIRECTORS MEETING
7 February 2009
Grove Park Inn
Asheville, NC

The CAPCA Board of Directors met at The Grove Park Inn in Asheville, North Carolina on 7 February 2009. The meeting was called to order by President Peggi Davis at 12:40 p.m. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Peggi Davis	President	x	
Penny Mahoney	Vice President / Program Chair	x	
Mark Hawes	Treasurer	x	
Max Justice	Secretary	x	
Don Willard	2 nd Year Director	x	
Jim Witkowski	2 nd Year Director	x	
Sheila Holman	1 st Year Director	x	
Randy Taylor	1 st Year Director	x	
Tommy Bartlett	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

Connie McElroy-Bacon

Planning / Arrangements / Events

Guests Attending Board Meeting

None

Secretary Report

The minutes for the 13 December 2008 Board Meeting were reviewed and accepted with changes suggested by Peggi Davis and Kay Aumiller and correction of typos. A motion to accept these minutes was made, seconded and passed.

Treasurer's Report

Mark is working on a report and will have it for the April 2008 Board Meeting. We have hired a bookkeeper to perform traditional bookkeeping functions under Mark's oversight. This will streamline the process and produce data for more efficient management.

Have final Bank Account Statement for 2008.

Mark and Connie have used a budgeting program to run scenarios for attendance and costs. They have used the program to project costs and income for the Spring and Fall Programs so we can evaluate fees charged.

Will keep the Spring Conference Program registration fee at \$200 and evaluate our status after the Spring Program and make an adjustment, if any, for the Fall Conference Program.

Audit for 2007 still open. Our accountant has asked for some other information. Mark is providing that with the goal to finish the Audit by the April 2009 Board meeting.

Jim Witkowski reported on the effort to increase the number of sponsors and higher sponsorship levels. He suggests changing the name from "contributors" to "sponsors". Also, it was decided to adjust the Sponsorship Levels as follows: Supporter - \$500-\$999, Patron - \$1,000-\$1,999 and Benefactor - \$2,000+. Jim is calling others who have not participated to ask for their support.

Planning for 2009 Spring Conference

Penny Mahoney reported that the program planning has gone well. Session Chairs are working on their sessions. The Program has an excellent list of topics and speakers.

Ann Daniel reported receiving 20 Exhibitor commitments so far, which is normal for this time of year. There are 50 total spots.

Connie and Carl met with The Grove Park Inn people this morning and identified some ways to save money on food and beverage. Some items have gone up in price, but The Grove Park Inn is actively working with us to identify other cost-saving steps.

The Board discussed attendee gifts. Speakers for ipods and MP3 players will be used for the Spring Conference Program. The CAPCA name and "40th Anniversary" will be on them.

40th Anniversary Planning

To help celebrate our 40th Anniversary, the 40th Anniversary Committee recommended identifying ways we can use that theme and communicate it to the membership.

The Board discussed a Keynote Luncheon Speaker as a Special Presentation to help celebrate our 40th Anniversary. Peggi is evaluating two people who have been suggested and was authorized to select the most appropriate one based on availability and her vetting of their presentations.

Sheila will follow up with Keith and Renee about sending a letter from the State Air Programs to permit holders. Those letters would go out at the end of February.

Discussions of Committee

We have had a number of standing committees currently. It was discussed that the following Committees should continue:

<u>Name of Committee</u>	<u>Led By</u>	<u>Description</u>
By-Laws	Max Justice	Should continue its activities, but now focus on operational and governance issues
Finance	Renee Shealy	Will continue its activities
Programs	Vice President	Will continue its activities
Sponsorship	Jim Witkowski	Will continue its activities
Nominating	Past President	Will continue its activities

Possible Future Committees Discussed Were:

Membership	Would deal with member issues and communications; and awards
Publicity	Would deal with website, announcements, new photos, etc.

The Board will continue to discuss the committees and possible members at the next Board meeting. Peggi can appoint the committees as President.

Five Year Planning Update

The Five Year Planning Group will meet on 14 April 2009 ahead of the Spring meeting to continue the process.

Other Business:

The need for a projector was discussed for use at Board meetings. It was decided not to purchase one, but to use borrowed ones.

Position descriptions were discussed. Peggi is collecting descriptions prepared by current officers setting forth their functions. These will then be reviewed by the By-Laws/Governance Committee. The Board will further consider them for approval.

Continuing Education credits for Professional Engineers and others are available for CAPCA attendance. The Board has not gone through the complicated process of getting the programs certified. However, individuals may apply for approval for their profession. We will advise members of this procedure.

The Clemson Scholarship is due. It was moved, seconded and passed that CAPCA donate \$1,000 to Clemson for his purpose.

The Board discussed compensation for the Executive Secretary and the Dues & Registration Chair. They have been compensated on an hourly basis, plus expenses. The Finance Committee recommends that the hourly arrangement be converted to salary with their expected hours worked to remain the same. This will streamline the process and reduce paperwork.

It was moved, seconded and passed that their compensation from hourly to salary be converted with their expected hours to remain the same and that compensation to be increased 5%. They will continue to submit reports of hours and descriptions of activities worked for recordkeeping purposes. This arrangement will be reviewed in one year.

Future Board Meetings & Schedule

The next Board meeting will be 15 April 2009 at The Grove Park Inn.

The Board will participate in the Five Year Planning exercise 14 April 2009 at The Grove Park Inn.

The Board will meet 13 June 2009 and 15 August 2009 at a venue at the beach subject to facility availability.

The Board will meet 12 December 2009 and 6 February 2010 at The Grove Park Inn.

Adjourn

Motion to adjourn the meeting was made, seconded and passed. The meeting adjourned at approximately 3:59 p.m.

Respectfully submitted,

Max E. Justice
Secretary