



CAPCA BOARD OF DIRECTORS MEETING  
 17 April 2009  
 Grove Park Inn  
 Asheville, NC

The CAPCA Board of Directors met at The Grove Park Inn in Asheville, North Carolina on 17 April 2009. The meeting was called to order by President Peggi Davis at 12:43 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 <sup>nd</sup> Year Director	x	
Jim Witkowski	2 <sup>nd</sup> Year Director	x	
Sheila Holman	1 <sup>st</sup> Year Director		x
Randy Taylor	1 <sup>st</sup> 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

### **Contract Issues**

The Board discussed potential future arrangements for assistance with the Planning/Arrangements/Events functions. Continued use of Connie McElroy-Bacon and possible future use of Carl Burrell in some capacity was discussed. It was decided that this issue should be studied further in light of the on-going strategic planning process, but a decision should be made before the 2010 Spring Meeting. Connie's current position is expiring and an extension was discussed.

It was moved, seconded and passed that Connie McElroy-Bacon's contract be extended one year through the 2010 Spring Meeting on the current contract terms.

### **2009 Spring Conference Review**

Attendance was good despite the condition of the economy with total attendance at approximately 337.

Comments received on the program were very positive. The special keynote speaker was well-received despite the poor acoustics in the room.

Unfortunately, just before the meeting, travel and cost restrictions were placed on NC DENR attendees and all had to cancel except for the DENR speakers. The Board is grateful to Keith Overcash that he made the speakers available.

### **2009 Fall Meeting Preparation**

The program meeting on Thursday was well attended with about a dozen people participating. Good topics were suggested and the member questionnaires will be reviewed by the Program Committee.

The location of the registration area at the Hilton was discussed and will be further reviewed to make sure we have the best accommodations for the members and staff.

The deadline for the discount rate at the Hilton is 21 September 2009. A meeting announcement with a program skeleton will be sent to the members in August to remind them of the cutoff date.

### **Financial Report**

Mark Hawes reported that the financial status 1 January 2009 through 16 April 2009 was strong. The Board will continue to monitor costs carefully as we go forward in these economic times.

The Board discussed conducting an audit for 2008. It was decided that the 2008 audit will be done by two Directors as specified in the By-Laws. It was decided that Sheila Holman and Randy Taylor will perform the audit along with a member-at-large to be selected by the Finance

Committee. It was decided that for now an external audit will be conducted every two years.

Mark Hawes reported that the CAPCA accountant will prepare the non-profit IRS filing due 15 May 2009 or secure a routine extension.

### **Committees**

The Board discussed the composition of committees and their charges. It was decided that by the next Board meeting, the Committees are to be fully organized and functioning. It was decided that, for now, the committee members will serve one year terms.

### **Other Business**

Jim Berry, a former EPA official and friend of CAPCA, is preparing an article on CAPCA in recognition of its 40<sup>th</sup> Anniversary to be published in a national professional engineering magazine. Tommy Bartlett is working with him to provide information, suggested interviewees, and to review the draft article.

### **Next Meeting**

The next Board meeting will be on Saturday, 13 June 2009 at a beach location to be determined.

### **Adjourn**

Motion to adjourn the meeting was made, seconded and passed. The meeting adjourned at 2:25 p.m.

Respectfully submitted,

Max E. Justice  
Secretary