



**CAPCA BOARD OF DIRECTORS MEETING DRAFT
MINUTES**

April 13, 2018

Grove Park Inn, Asheville, NC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Rich Weber	President	X	
Duane Mummert	Vice President/Program Director	X	
Bill Lane	Treasurer	X	
Kevin Nesbitt	Secretary	X	
Mike Abraczinskas	1 st Year Director	X	
Jessie King	2nd Year Director	X	
Melvin Stroble	2nd Year Director	X	
Barbara Sease	1 st Year Director	X	
Ross Smith	Immediate Past President		X
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Kristi Grigg	Accountant		X
Terry Bacic	Registration		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Dale Overcash	Marketing Governance Committee		X
Carl Burrell	Marketing/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership & Marketing	X	
Jenny Tang	YP / Members & Marketing	X	
Katlyn McIntosh	YP		X
Randy Taylor	Marketing/Governance	X	
Beth Partlow	Marketing/Governance	X	
Myra Reece	Finance/Program Planning	X	

I. President's Comments/Items *(Rich Weber)*

Call to Order – CAPCA Board of Directors meeting was called to order by President Rich Weber at 12:36 p.m.

- a. Introductory Comments – Rich thanked all the board members for attending, mentioned the conference went well, attendance was 409, with an increase of 40-45, this was “awesome” news. Rich also mentioned we keep getting good speakers. Penny Mahoney suggested more tables for breakfast might be helpful. Jessie King indicated the cups (sponsored by Climeco) were a big hit. Kevin Nesbitt stated Attendify worked very well and was well received. Randy Taylor mentioned having an AED (Automatic defibrillator) nearby. Connie mentioned she will ask about that.
- b. Vendor Meeting- Kevin mentioned there were no complaints at the exhibitors meeting. Randy mentioned viewing the screen was difficult in the rear of the room. Beth Partlow suggested reviewing the seats and aisles, Connie stated the screens will be bigger. Penny asked if we might load the presentations into the app. Mike A. concurred. Connie Bacon mentioned the slide quality is poor

II. Spring 2018 Conference Review and Critique *(Duane Mummert)*

- a. Program- Duane thanked the chairs, every session went well and the questions were excellent.
- b. Attendees, Contributors, and Exhibitors (Ann Daniel and Connie McElroy-Bacon)- Connie mentioned the meeting went as planned. Connie also mentioned giving DHEC and DEQ a code to register to smooth out the process. Ann Daniel stated the booth arrangement were tweaked to maximize space and availability.
- c. Arrangements (Connie McElroy-Bacon)- Connie mentioned sending out information telling attendees to reserve rooms. Connie also asked for a year extension to the current contract and those dates are at the GPI's discretion. Max Justice mentioned the competition is the Biltmore.
- d. Surveys- (Randy Taylor) Connie mentioned we need to ensure a session. Rich mentioned he would like to the training session at every conference, with a good subject. Beth Partlow mentioned PSD Basics as a possible subject. Ann stated any agenda needs to be complete. Beth suggested using descriptions. Randy asked if we still wanted a printed program. Randy also asked if we can charge for sponsor logos on the Attendify app.

III. Planning for Fall 2018 Conference

- a. Program- Duane Mummert suggested for the Wednesday AM technical Session and Emissions topic , possibly Tier 1-2 TRI. Randy Taylor noted additional topics.

Duane mentioned for the sessions some topics discussed included-
Gen-X

"Once in always in.."

NSR Reform

Developing in Gen-X, human standards, etc.

"What's in your wastestream?"

TSCA

Compliance Audit(s)

RMRS? Spelling?

Attorney/Client Rule-Privilege

RTR-114

NC transfers

PSD Basics

"Branching out of air..."

Developing an acronym page

Beth mentioned the definitions are fairly common. Randy would like to place in the app and Connie mentioned it as content to place on the website. Jessie King suggested trying to freshen up content with breakout topics and using a more of roundtable approach to the sessions. Melvin stated there was a lot of good networking and info sharing. Myra said similar approaches were discussed a few years ago. Connie suggested space might be an issue, Rich that this was sort of started with Wednesday. Beth Partlow suggested a mock trial. Bill Lane suggested using actual transcripts were a good idea. Melvin suggested a Evolution of Air Permits, how agencies manage the process, as possible content. Duane mentioned Kevin will research additional topics on equipment. Duane suggested if we do breakout sessions to start small. Melvin mentioned two possible sessions, one for each agency NC DEQ and SCDHEC. Myra Reece mentioned stakeholders. Rich suggested picking a subject and suggested Air Permitting 101. Penny having content from two states would have value. Kevin suggested Source Testing/Stack Testing as a possible technical session subject. Rich commented the speakers for the Spring event were a "home run" He also mentioned South Carolina was looking for a new director. Max Justice suggested Bill Wehram from USEAP as a speaker. Bill Lane mentioned Susan Bodine USEPA OECA as a possible speaker. Rich suggested we focus

on Susan Bodine and the new TBD SC DHEC Director as keynote speakers for the fall. Mike A. mentioned reserving Bill Wehram. Final topics will be decided at the June BOD meeting.

IV. Committee Updates

- a. Governance (*Ross Smith*) Rich, Max, and Beth Partlow met regarding finalization of the record retention policy. As well as the development of a better refund policy. Beth stated the refund policy would be refined for both attendees and exhibitors.
- b. Membership and Marketing (*Penny Mahoney*) Penny stated the video effort went well and the draft will be available in early May and hopefully complete by the June BOD meeting. The video will be placed on the website, LinkedIn and on the Attendify app. The Fall Theme will be a sports theme, "Team Night". Penny stated the vendors/exhibitors are doing a good job supporting the theme efforts. For the 50th Anniversary Celebration- things are set.
- c. Finance Committee (*Bill Lane, Kevin Nesbitt*) -- Bill L. reported that Kristi Grigg will provide a year end report at the end of February, as well as a report for the June meeting, and finally one in December after the Fall Conference. Bill also mentioned some accounting codes will be adjusted and streamlined. The audit letter will be completed for the June BOD meeting. Bill also stated that the attendee cost will be looked at in detail to determine CAPCA's actual cost. This effort will be looked at this summer. Rich mentioned certain expenses have been added, including Terri Bacic for registration, the Attendify app, and the color program. Bill Lane also mentioned we have trimmed some expenses.
- d. Young Professionals Committee Update (*Jenny Tang*) -- Jenny T. reported the YPs love the app, but some still like paper and the initial 101 session was well received. There was a very large turnout for the cornhole event. The YP Luncheon had a large turnout with approximately 30 attendees. Jenny suggests a possible activity at lunch in lieu of a speaker. Melvin suggested a case study, something other than a lecture. The next social event is still in development, several people have offered to host.

V. Other Business

- a. Additional comment- Bill Lane mentioned during the sessions, when the questions were asked through the computer monitor, the speaker spoke back to monitor and not necessarily the audience. Bill suggested moving the computer to a center location. Bill also stated he had heard good things regarding the instructors in the technical session.

VI. Closed Board Meeting

No business, so the Board did not hold a closed meeting.

VII. Future Board Meeting & Schedule

- a. The next Board meeting will be Saturday June 16, 2018 at the Hilton Myrtle Beach in Myrtle Beach, SC.

VIII. Adjourn

Duane Mummert made a motion to adjourn the meeting. Jessie King seconded the motion, the Board all voted in favor and the motion passed. Meeting adjourned at 2:22 p.m