



CAPCA BOARD OF DIRECTORS MEETING

April 8, 2015
 Grove Park Inn
 Asheville, NC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Beth Partlow	President	X	
Dale Overcash	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Ross Smith	Secretary	X	
Myra Reece	2 nd Year Director	X	
Bill Lane	2 nd Year Director	X	
Mike Abraczinskas	1 st Year Director	X	
Duane Mummert	1 st Year Director		X
Randy Taylor	Past President	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
Rich Weber	Finance	X	
Carl Burrell	Planning/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership and Marketing	X	
Fern Paterson	YPG / Membership and Marketing	X	

I. President's Comments (*Beth Partlow*)

Meeting was called to order by President Partlow at 8:23 AM on Wednesday, April 8, 2015

A. Housekeeping issues for Opening Comments

President Partlow plans to participate in the CAPCA conference through Thursday evening. Vice-President Overcash will preside over the remainder of the CAPCA conference and the Board of Directors meeting on Friday, April 10, 2015 in President Partlow's absence.

Badges required for all food functions during conference.
Internet is not available in exhibit hall and conference hall (internet connectivity available in hotel rooms).
Questions during conference can be submitted via cell phone (link address will be provided via projected slide and announcement).
Special parking rate is available for attendees that are lodging off-site.

B. Attendee-sponsored activities/attendee lists

Attendees list accessible for exhibitors on the Friday prior to each conference. Attendees list not made available to benefactors or others.

II. Secretary's Report (*Ross Smith*)

A. Review / Approval of Minutes from February 7, 2015, Board Meeting

Draft minutes for the February 7, 2015 Board of Directors meeting were distributed by Secretary Smith.

Dale Overcash made a motion to approve the February 7, 2015 Board of Directors meeting minutes and seconded by Randy Taylor. All members of the Board voted in favor of the minutes.

III. Treasurer's Report (*Rich Weber*)

A. Review of Current Financial Status

Treasurer Weber provided an overview of the current financial standing of the organization. The organization is in good financial standing.

Form 990 will be prepared and distributed to the Board for review. President Partlow will review and sign the form prior to the May 15, 2015 deadline.

B. Audit Results (*Bill Lane*)

The annual audit (internal) was conducted on March 18, 2015. Overall favorable results with some recommendations for clarification and improvement.

IV. Spring 2015 Conference

A. Program update (*Dale Overcash*)

Vice-President Overcash distributed the program matrix. Discussed use of iPad for audience question review and assigned sessions.

B. Contributors and exhibitors (*Ann Daniel and Connie McElroy-Bacon*)

Current level of contributor participation is less than budget. Elimination of the "Patron" contributor level is to be considered.

Exhibitor participation for the Spring meeting is full.
The exhibitor listing in the program is not completed due to some late exhibitor registrations.

C. *Registration (Ann Daniel and Connie McElroy-Bacon)*

370 individuals have pre-registered for the Spring meeting (approximately 40 more than in Spring 2014).

Based on pre-registration, there will be 68 first/second year attendees. (future registration questionnaire will focus on first year attendees.

D. *Arrangements (Connie McElroy-Bacon and Penny Mahoney)*

1. Thursday Theme

“Take me out to the ballgame” theme.
Asheville “Tourist” mascot to attend.
Baseball trivia contest.
Vendor sheet with stickers.

2. Parking/Internet

Special parking rate is available for attendees that are lodging off-site.

Internet is not available in exhibit hall and conference hall (internet connectivity available in hotel rooms).

Note: resort fee will not be charged to attendees (normally \$25 per night)

3. Gifts / Other

Ball caps with CAPCA logo will be distributed at registration for the Spring meeting.

V. Committee Updates

A. Finance/Audit (Bill Lane)

No additional report.

B. Governance (Randy Taylor)

Max Justice reported that trade mark documents have been filed, and no opposition has been received.

C. Membership and Marketing (Penny Mahoney)

Letters to Title V air permit holders for encouragement to participate in CAPCA will likely be distributed in the fall of 2015.

Draft CAPCA tri-fold brochure was distributed for review and comment. Document to be ready for printing by May 1, 2015.

Banner alternative was selected.

Business cards will be printed.

Coordination with AWMA on 2015 Conference

AWMA conference (June 22-24, 2015) to be announced during the Thursday morning CAPCA session.

Banner will be used at the CAPCA exhibit table.

Brochures, business cards will be provided at the CAPCA exhibit table.
Connie will check on low-cost give-a-ways.
Raffle for one free registration to the Fall 2015 CAPCA conference.

D. Young Professionals Committee Update (Fern Paterson/Randy Taylor)

Luncheon scheduled for Wednesday, April 8, 2015.

Young Professionals Committee will facilitate Wednesday afternoon session.

Young Professionals Committee will meet on Thursday afternoon for a planning session.

VI. Other Business

50th Anniversary: planning for the CAPCA 50th anniversary will be initiated during the June 2015 Board of Directors meeting.

VII. Closed Board Meeting – n/a

VIII. Future Board Meetings & Schedule

The next Board meeting is scheduled for April 10, 2015, at the Grove Park Inn immediately after lunch

IX. Adjourn

Meeting was adjourned by President Partlow at 10:02 AM on
Wednesday, April 8, 2015