



**CAPCA BOARD OF DIRECTORS MEETING**  
**04 June 2011**  
**Ocean Creek Resort**  
**Myrtle Beach, SC**

The CAPCA Board of Directors met at the Ocean Creek Resort in Myrtle Beach, South Carolina on 4 June 2011. The meeting was called to order by President Max Justice at 1:02 pm. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Max Justice	President	X	
Mark Hawes	Vice President / Program Chairman	X	
Renee Shealy	Treasurer	X	
Sheila Holman	Secretary	X	
Nancy Marshall	2 <sup>nd</sup> Year Director	X	
John Sudnick	2 <sup>nd</sup> Year Director		X
Beth Partlow	1 <sup>st</sup> Year Director	X	
Rich Weber	1 <sup>st</sup> Year Director	X	
Penny Mahoney	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	
Connie McElroy-Bacon	Conference Coordinator	X	

CAPCA Committee Members Present

Carl Burrell  
Randy Taylor

Committee Represented

Planning / Arrangements / Events  
Finance and Sponsorship

Guests attending Board Meeting

None

## **I. President's Comments**

The President called the meeting to order at 1:02 pm. The agenda was approved as distributed.

## **II. Secretary's Report**

The minutes of the February 12, 2011, April 13, 2011 and April 15, 2011 board meetings were approved.

## **III. Treasurer's Report**

The treasurer provided an update on the current balance of the accounts. The Board discussed how to code items in Quickbooks and provide guidance to the Bookkeeper on how to code all CAPCA items. The treasurer is working with Connie to identify the actual codes. All large items have been paid from the Spring 2011 conference.

CAPCA had to file the long form for the 2010 tax year since the organization has crossed the threshold established by the IRS for filing the long form. The Board was provided the 990 form for review as part of the requirement for the long tax form.

The Auditor increased fees from \$675 to \$975 due to the additional time required to file the long tax form.

In the future, any purchases such as computers will be treated as purchases instead of equipment so that such items do not have to be capitalized. The Board discussed whether a policy was needed to establish what is treated as purchases versus equipment. The Treasurer will consult with the Auditor to see if a written policy is necessary.

The Auditor also recommends that each Board member answer the questions posed by the 990 Part 4, Section 28 a, b and c. The Board decided to handle the recommendation with a new form sent out at the same time as the 990 form.

The Auditor also recommends that the Board establish a policy addressing a private loan with any of the Board members or officers.

### **2010 Audit Status:**

There are code issues with Quickbooks and there are issues with our processes of getting the receipts to the Treasurer. The Audit Committee met with the Bookkeeper, and discussed the issues. There will be recommendations to the Board and the 2010 audit will proceed.

#### **IV. Planning for 2011 Fall Conference**

The Vice President discussed the planning for the 2011 Fall Conference. The Program Committee met the morning of June 4, 2011 and developed the draft program for the Fall Conference. The draft program outline will be distributed early the week of June 6, 2011.

The Vice President covered the survey results from the 2011 Spring Conference. The Board discussed which of the comments could be addressed. The Board decided to change the survey to remove comments on hotel/food/beverage.

Ann reported that we have 25 exhibitors so far. There are a total of 72 exhibitor spaces. CAPCA has 15 sponsors, and all sponsors have paid, for a total of \$16,250 for 2011.

The only registered attendees for the 2011 Fall conference are those that registered for both conferences on-line.

#### **Arrangements/Gifts**

Hilton has changed out all soft goods in the rooms - towels, drapes, comforters. Theme for the Exhibit hall is Pirate Theme. Six roaming pirates and wenches with singing, sword play, etc. Total is \$800 plus four comp hotel rooms. The website for the group is [www.shadowcombat.com](http://www.shadowcombat.com).

The board agreed to the Pirate Theme. The Conference Coordinator will check on prices for eyepatches, bandanas, etc. and will bring the information to the August Board meeting.

Gift ideas - barbeque apron, visor, insulated cups, beach towels, sweatshirts, stainless steel coffee mugs. The Conference Coordinator will bring samples to the August Board meeting.

#### **On-line Survey Information**

Survey Monkey is free for 15 questions, but printing out survey results is not possible under the free option. For \$19.99, a survey of unlimited questions can be on-line for 30 days and the results are compiled in a spreadsheet format. The logo can be included on the survey. The numerical question results can be averaged. The survey can be anonymous, if desired. The people who do not respond in the first two weeks will receive a reminder e-mail.

Randy Taylor still has an example survey from the Board discussion of this option in 2009, and will email the link to the Board members. Mark Hawes and Nancy Marshall will take the draft survey as a starting point and will present an updated draft at the August Board meeting.

## **V. Committee Updates**

Governance Committee – The Chair provided updated position descriptions for the Event Coordinator, Executive Secretary and Registrar for the Directors Manual. The Chair also provided an updated version of the Director’s responsibilities.

Membership and Marketing – The Chair asked if new business cards had been ordered for the Fall Conference. The cards have not been ordered, but will be shortly. The Chair provided a hard copy of the new Sponsorship page. Comments on the Sponsorship web page are due to the Chair by June 18, 2011. Two invoices were received for the webmaster’s hours for the web design and Google/Event Brite on-line registration. The Chair provided these invoices to the Treasurer for payment. One web issue discussed was that the presentations from the 2011 Spring Conference were not easy to find from one part of the new web page.

Finance and Sponsorship – The Chair reported on the meeting with the Bookkeeper. The Chair reported that the Committee proposes a process change to ensure the paperwork is properly handled and the monthly reconciliation is easier and the audits are more straightforward. The Board discussed the various issues with the process changes, as well as the exceptions to the proposed process. The President recommended that the Finance Committee draft the new process and discuss further at the August Board meeting.

The Treasurer reported that the Bookkeeper plans to ask for a fee increase of \$50 per month in the near future.

## **VI. Hotel Contract Extensions**

The President discussed the contract extensions with both hotels. The Hilton is confirming a \$99 rate for hotel rooms through 2015, waiving a parking fee, and waiving the internet fee for all hotel guests. The GPI is confirming a hotel room base as \$179 for 2017. The GPI will charge \$10 per day parking fee beginning in Spring 2012.

## **VII. Future Board Meetings & Schedule**

Saturday, August 6, 2011 at Hilton, Myrtle Beach, SC. - The Program Committee will meet at 10:00 a.m. and the Board will convene immediately following lunch.

Wednesday, October 19, 2011 at Hilton, Myrtle Beach, SC – The Board meeting will begin at 8:00 am.

Friday, October 21, 2011 at Hilton, Myrtle Beach, SC – the Board meeting will begin immediately after lunch.

The Vice President suggested that we have the June meeting in 2012 on a Friday due to the scheduling issues.

### **VIII. Other Business**

A closed board meeting was held to discuss contracts.

### **IX. Adjourn**

The meeting adjourned at approximately 2:45 pm.

Respectfully Submitted,

Sheila C. Holman  
Secretary