



CAPCA BOARD OF DIRECTORS
MINUTES OF BOARD MEETING (August 25, 2023 @ 1:00 pm)
 Hybrid Meeting held via MS Teams and at the offices of NC DEQ
 at 217 West Jones Street in Raleigh, NC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>		<u>Absent</u>
		<u>In Person</u>	<u>Via Teams</u>	
Jessie King	Past President		X	
Mike Abraczinskas	President	X		
Rhonda Thompson	Vice President/Program Chair		X	
Tim Agner	Treasurer	X		
Amy Marshall	Secretary			X
Fern Paterson	2 nd Year Director			X
Rob VandenMeiracker	2 nd Year Director		X	
Margaret Sembos	1 st Year Director		X	
Ruth Albright	1 st Year Director		X	
<u>Staff Members</u>	<u>Role</u>			
Ann Daniel	Executive Secretary		X	
Connie McElroy-Bacon	Conference Coordinator		X	
Penny Neville	Bookkeeper			X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>			
Ross Smith			X	
Kevin Nesbitt	Governance			X
Dale Overcash	Governance			X
Carl Burrell	Arrangements/Events			X
Rich Weber	Governance			X
Sanjam Singh	Young Professionals		X	
Pierce Werner	Young Professionals		X	
Randy Taylor	Marketing			X
Beth Partlow	Marketing/Governance		X	
Mark Hawes	Governance		X	
Melvin Stroble	Young Professionals			X

President's Comments (Mike Abraczinskas)

- a. Call to Order – 1:04 PM
- b. Introductory comments & review of agenda
 - Agenda review

Secretary's Report (Robert vandenMeiracker for Amy Marshall)

- a. Review and approval of minutes from June 17, 2023 BOD Program Committee Meeting and Board Meeting. (*no changes to minutes*)
- b. Tim Agner moved to approve the June 17 minutes; Rhonda Thompson seconded the motion; motion passed.

Treasurer's Report (Tim Agner)

- a. Overview of current financial status – statements provided
- b. Whova Paid through next year.
- c. Vanguard increased \$15,000

Fall Conference Agenda (Rhonda Thompson)

- a. Detailed review of Program and Speakers;
 - a. Adjusted time of Wed. AM to be 8:30 to 11:30 AM
 - b. Pierce provided update on YP event, will be speaker for a portion. "Professional Development" is the topic. Game session after speaker.
 - c. Wed PM: Short sessions
 - d. Rob needs to provide title for 3:30 – 4:15 session to Rhonda.
 - e. Ruth has speakers for one Thursday afternoon sessions at Spring 2024 meeting
 - f. Confirmed, no break Friday to assist with keeping attendees in the meeting
- b. Annual Membership meeting agenda/arrangements
 - a. Mike suggested we have the Annual meeting immediately after session (no break) in the conference room where the sessions occur. Then gift card drawing will occur after Annual meeting.
- c. Computer Assignments
- d. Discussed timelines getting speaker bios, conducting dry runs, etc.
- e. Rhonda send agenda to Connie Monday to post ASAP, may need some updates after posting.
- f. We will do signs to alert speakers: e.g., 10 , 5 and **STOP** after previous issues. Remember to tell speakers that there will be a count-down timer and stop sign.

Fall Conference Arrangements (Connie McElroy-Bacon & Ann Daniel)

- a. **Whova & Registration updates (Connie)**
 - a. 33 Exhibitors (includes 3 platinum sponsors)
 - b. 100 attendees pre-registered at this time
 - c. A Whova issue resolved
- b. **Food and beverage expectations. Review contract minimum. (Connie)**
 - a. Minimum is \$70,000+34%

- b. 2022, spent was 103,000 (with 34%)
- c. Hotel arrangements (Connie)**
 - a. Royal Palms sold out
- d. Thursday evening theme update (Connie)**
 - a. Football Tailgate
- e. Promotional item update – Black Rock Branding (Connie)**
 - a. BRB agreed to provide between 200-250 gifts for end of meeting giveaway
 - b. They will get a free booth as well
- f. Survey Monkey (Connie)**
 - a. Use Connie’s account for future surveys
- g. Scott Sponsoring lanyards**
- h. Connie will arrange for DJ Wednesday Night**

Upcoming Board meeting dates

- a. October 18 & 20, 2023, Myrtle Beach
 - a. 8 AM Premeeting for board members
 - b. Post-adjournment meeting & quick lunch for board members
- b. November 18, 2023, at Grove Park
- c. February 3, 2024, at Grove Park
- d. November 23, 2024, at Grove Park

Committee Updates

- **Finance (Tim Agner)**
 - a. Taxes completed & signed
- An external financial review for calendar year 2022 is needed in 2023
 - i. Awaiting proposal for financial review (Projected cost: \$2,000-2,500)
 - 1. Several questions and comments on contract were accepted by auditor, except one
 - 2. Board agreed that the sentence does not need to be changed
 - 3. Will report by end of year
 - b. Next year will require an internal financial review
- **Contributions Sub-Committee (Kevin Nesbitt) – No discussion, Kevin not present**

- **Governance (Jessie King)**
 - a. September meeting being scheduled
 - b. Possibly losing three spots on Gov. committee
 - c. May not have two atty's on board next year
 - d. Nucor may be interested in Atty rep on future board

- **Membership and Marketing (Ruth Albright)**
 - a. Review matrix of contributors and benefits
 - b. Make sure we keep the matrix updated year-to-year to make sure we track meeting obligations for speakers and moderators
 - c. Social media postings will begin soon, Ruth and Sanjam

- **Young Professionals (Sanjam Singh & Pierce Werner)**
 - a. Tentatively scheduled social event on September 14th or 21st in Columbia, SC
 - b. Looking into a service outing before conference? Perhaps after?

Other Business

- **Update on GPI Contract (Connie)**
 - a. Looked at various cost savings measures
 - b. Agreed to drop room rate to \$299 from \$305 for 2025 meeting. 2026 rates TBD next summer.
 - c. Contract will be arriving imminently.

- **Fall photographer**
 - a. Melvin tentatively agreed in prior meeting. Mark Hawes indicated that he and Melvin communicated and they will share photographer duties.

Tim Agner moved to adjourn the meeting, Ruth Albright seconded the motion, the board voted to adjourn at 2:44 PM.

Submitted by Robert vandenMeiracker, 2nd Year Director on behalf of Amy Marshall.
August 25, 2023.