



CAPCA BOARD OF DIRECTORS MEETING  
 MINUTES OF December 14, 2019  
 Grove Park Inn  
 Asheville, NC

<b>Board Members</b>	<b>Role</b>	<b>Present</b>	<b>Absent</b>
Duane Mummert	President	X	
Rich Weber	Past President	X	
Bill Lane	Vice President/Program Director	X	
Kevin Nesbitt	Treasurer	X	
Jessie King	Secretary	X	
Mike Abraczinskas	2 <sup>nd</sup> Year Director	X	
Barbara Sease	2 <sup>nd</sup> Year Director		X
Rhonda Thompson	1st Year Director	X	
Khalid Alnahdy	1 <sup>st</sup> Year Director		X
<b>Staff Members</b>	<b>Role</b>		
Ann Daniel	Executive Secretary	X remotely	
Connie McElroy-Bacon	Conference Coordinator	X	
Kristi Grigg	Accountant		X
Terri Bacic	Registration		X
<b>CAPCA Committee Members</b>	<b>Committee Represented</b>	<b>Present</b>	<b>Absent</b>
Dale Overcash	Marketing/Governance	X	
Carl Burrell	Marketing/Arrangements/Events	X	
Max Justice	Governance		X
Ross Smith	Governance	X	
Nathan Daniel	Young Professionals	X	
Katelyn McIntosh	Young Professionals	X	
Randy Taylor	Marketing/Governance	X	
Beth Partlow	Marketing/Governance	X	
Penny Mahoney	Marketing		X
<b>Guests</b>			
Tim Agner	2020 1 <sup>st</sup> Year Director	X	

**I. President's Comments** (*Duane Mummert*)

- a. Call to Order – Duane M. called the meeting to order at 11:25 am.
- b. Introductory Comments – Duane M. welcomed everyone.
- c. Welcome New Board Members Ruth Albright and Tim Agner.

**II. Secretary's Report** (Jessie King)

Jessie K. handed out the minutes from the October 23<sup>rd</sup> and October 25<sup>th</sup>, 2019 Board Meetings held in Myrtle Beach, SC. She promised to provide the Annual Board Meeting minutes to the group at the next meeting. Rich W. made a Motion to approve the minutes from October 23<sup>rd</sup> and October 25<sup>th</sup>, 2019 meetings, Kevin N. Seconded. Motion passed.

**III. Treasurer's Report** (Kevin Nesbit) – Kevin N. discussed the balances in the CAPCA accounts including Vanguard. Bill L. asked how they compare to last year. Board looked at the Budget vs. Actual costs. Mike A. made motion to remove the scholarship from the budget but relook every year. Rich W. seconded. We need to adjust Expenses for 2020 Budget:

- 1. 5006 – Contracted Services
- 2. 5010 - Golf
- 3. 5011 Insurance
- 4. 5015 Survey
- 5. 5034 Souvenirs
- 6. 5042 - Telephone – will be deleted
- 7. 5054 – Scholarship – Being deleted for this year since we have not been actively participating in this

Bill L. made the motion to approve the budget with the above-listed changes. Mike A. seconded. Motion passed.

**IV. Spring 2020 Conference** (Bill Lane/Kevin Nesbitt)

- a. Program Development (Bill Lane/Kevin Nesbit) -
  - 1. Wednesday Morning Technical Session? Bill discussed topic Basics of Emissions Control Strategies (Duane M. Chairing)
  - 2. Session Topics and Speaker Assignments – Keynote on Thursday will be Rick Toomey (Director of DHEC) if he is available – Rhonda T. to check.
  - 3. Deadline for Session Descriptions – Bill asked everyone to have titles by February meeting and full write up to be 5 weeks before spring meeting – March 1<sup>st</sup>, 2020.
  - 4. Conference VIP Speakers – Rick Toomey, SCDHEC
- b. Contributors and Exhibitors (Ann Daniel and Connie McElroy – Bacon) – The Board discussed the Conference Contributor levels and decided we needed to make some minor modifications to make things more

manageable. Decided to delete the entire row of priority moderating as a benefit for any contributor. For the Green Level, it was decided to give the Green Advanced Priority selection of exhibit space. The secretary will make a new contributor level spreadsheet to show these changes for the website. Also, regarding lanyards – it will be upped to \$1500 per year or \$750 per conference. Ann D. will follow-up with the prior contributors as soon as she can to give them the new. Bill L. made motion to adopt changes. Kevin N. seconded.

- c. Registration – We are switching to Cvent software for registration. Cvent is not as easy as we thought but Ann, Terry and Connie are on weekly conference calls to make sure. Ran into an issue with Exhibitors because it is two events per year – there is an early bird reduction – Cvent said they will then need a separate email. Need to make it clear that if exhibitors register for both events in the year will have to give a refund for 10%. 5 events: spring reg., fall reg., spring booths, fall booths, and membership. Jessie asked that we add a question on registration if interested in golf so that people interested can be contacted. Jessie will be the liaison with Charlie I. who organizes the golf. Randy stated he needs the token for Attendify. Cvent will be aesthetically more pleasing and more seamless for payment. Technical workshop is an option that can be added and has been on the first page.
- d. Arrangements (Connie McElroy-Bacon)
  - 1. New CAPCA Banner – We misplaced the last banner. We need to approve Ann to buy a new banner. Will range from \$100 up. Board approved Ann going forward to buy a new banner.
  - 2. Thursday/Theme – Country Western. Room rate is ready for April meeting – 20 state rate rooms for NC and SC. TRC would like to do music Wednesday for the YP event.
  - 3. Parking/Internet – All set like last year.
  - 4. Gifts – Ann will bring some to the next meeting.

## **V. Committee Updates**

- a. Governance (Duane Mummert)
  - 1. Sign Confidentiality Agreements, Whistleblower, and Conflict of Interest Policies for Board Members and Volunteers - Duane M. handed out the Whistleblower, Conflict of Interest, and Confidentiality Agreements for signatures. Signature pages were collected.
- b. Membership and Marketing (Randy Taylor) – Survey Monkey results were discussed. Agreed to make sure people know how to find registration, etc. for all events. Discussed Trick-or-Treat for Thursday at Fall conference.

c. Finance and Contributors Registration

The Board discussed the new Contributors program. Board members were interested in hearing from attendees about the enhanced involvement of certain contributors in the CAPCA session.

d. Young Professionals (Katelyn McIntosh)

1. Winter Social Event – Had conference call with Committee Nov. 20<sup>th</sup>, Cornhole Tournament, targeting February for next meetup event in Raleigh. Looking for sponsor. Met with AWMA Board Member so may do a joint event,
2. Event Planning for Spring Conference - Torah is going to be the sponsor for cornhole hour at Spring Conference, and TRC will do music.

## **VI. Other Business**

- a. 2020 Committee Assignments (Bill Lane) – Bill Lane will bring next time.
- b. Discuss 2020 Board Meeting Dates (All) – February 8<sup>th</sup>, April 15-17<sup>th</sup>, June 20<sup>th</sup>, August 8<sup>th</sup>, October 21-23, November 21<sup>st</sup>,

## **VI. Future Board Meeting & Schedule**

The next Board meeting will be February 8, 2019, at the Grove Park Inn, Asheville.

## **VII. Closed Board Meeting**

- a. Planned for contract issues.

## **IX. Adjourn**

At 4:33 pm, Mike A. moved to adjourn the Board Meeting. Kevin N. seconded. Motion passed.