



CAPCA BOARD OF DIRECTORS MEETING
October 16, 2013
Hilton Hotel
Myrtle Beach, South Carolina

The CAPCA Board of Directors met at the Hilton Hotel in Myrtle Beach, South Carolina on October 16, 2013. The meeting was called to order by President Sheila Holman at 8:25 a.m. The following were present at the meeting.

<u>Board Members:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Sheila Holman	President	X	
Randy Taylor	Vice President/Program Director	X	
Renee Shealy	Treasurer	X	
Beth Partlow	Secretary	X	
Duane Mummert	2 nd Year Director	X	
Dale Overcash	2 nd Year Director	X	
Ross Smith	1 st Year Director	X	
Barbara Dankmyer	1 st Year Director		X
Mark Hawes	Past President	X	
<u>Staff Members:</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	
<u>Guests</u>			
Kristi Grigg	Bookkeeper	X	

I. President's Comments (*Sheila Holman*)

The Board discussed announcements that will be made at the start of the sessions, including a specific invitation for members to attend the program committee meeting. Connie reported that she expects to have a proposed contract from the Hilton this week for the 2020 fall meeting.

II. Secretary's Report (*Beth Partlow*)

Beth Partlow distributed the meeting minutes from the August 24, 2013, Board meeting, and September 5, 2013, conference call and two corrections were made. Ross Smith, seconded by Renee Shealy, made a motion to approve the corrected minutes. All members voted in favor of approval.

III. Treasurer's Report (*Renee Shealy*)

Renee Shealy forwarded the most recent profit & loss statement and balance sheet, along with the current bank balance. Revenue compares favorably with 2012.

IV. Fall 2013 Conference

- (a) Program update: Randy Taylor reported that speakers have been secured to replace the scheduled EPA speakers. EPA representatives will not attend the conference because the government shutdown has just ended.
- (b) Sponsors and Exhibitors: Ann Daniel reported that we have 64 exhibit spaces rented.
- (c) Registration: Connie McElroy-Bacon reported that we have about 340 attendees preregistered, and volunteers are in place. Carl will replace Dan at the registration desk for the conference.
- (d) Arrangements:

No problems are anticipated. Connie reminded the Board that CAPCA will not serve liquor at the symposiums, but a cash bar run by the hotel will be available. The Thursday night symposium will have a luau theme with a stiltwalker as entertainment. We will have vendor cards, and prize drawings will be held earlier on Thursday evening than in prior years. The Board briefly discussed the problem of vendors inviting all participants to events scheduled at the same time as CAPCA events. The gift this year is a roll-up blanket available in several colors. Name tags will be required for

entry to events where food and beverages are served. Connie and Ann will have registration lists available Wednesday night so attendees who arrived too late to register or pick up name tags may be admitted.

V. Committee Updates

(a) Governance (*Mark Hawes*)

Mark distributed updated designs for the new CAPCA logo and the Board reached consensus on the preferred design. The Board requested that the acronym "CAPCA" be placed somewhere on the design. The Board also discussed options for trademarking the logo.

(b) Finance and Membership and Marketing Committee Reports were deferred until Friday's meeting.

VI. Other business

None.

VII. Closed Board Meeting

The Board did not hold a closed Board meeting.

VIII. Future Board Meetings and Schedule

The next Board meeting will be held on October 18, 2013, at the Hilton immediately following the conference.

IX. Adjourn

Mark Hawes, seconded by Randy Taylor, moved to adjourn. All members voted in favor. The meeting adjourned at 9:48 a.m.

Respectfully Submitted,

Elizabeth B. Partlow
Secretary