



**CAPCA BOARD OF DIRECTORS MEETING  
19 October 2011  
Hilton Hotel  
Myrtle Beach, SC**

The CAPCA Board of Directors met at the Hilton Hotel in Myrtle Beach, South Carolina on 19 October 2011. The meeting was called to order by President Max Justice at 8:13 am. 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

Committee Represented

Carl Burrell

Planning / Arrangements / Events

Randy Taylor

Finance/Sponsorship

**Guests attending Board Meeting**

None

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

The President called the meeting to order at 8:13 am. The agenda was approved as distributed.

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

The minutes of the August 6, 2011 board meeting were approved.

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

The treasurer provided an update on the current balance of the accounts.

The Treasurer will email the profit/loss by class report to the Board members.

The Treasurer reported that the Auditor indicated that a threshold of \$5000 for capitalization purposes was fine. The Treasurer reported that the Auditor also indicated that a single policy covering all financial issues is acceptable. The Board voted to consolidate all financial related policies into one document. The Treasurer will draft the single policy for review by the Board.

## **IV. 2011 Fall Conference Update**

Registration: There are 419 pre-registered attendees, 128 of which are exhibitors. Approximately 200 registered on-line. Approximately 80 are first time CAPCA attendees. Sixty booths are occupied, 58 are paid rentals, two are for the regulatory agencies.

The Conference Coordinator reported that 718 room nights have been reserved. CAPCA gets one comp room per 40 room nights. There will be no parking charges for any CAPCA attendees. The order of 500 beach towels was delivered to the hotel. All speaker biographies have been received. The Conference Coordinator reported that a biography form may be created in the future to facilitate getting the right amount of information for each speaker. Fourteen presentations have been received. There have been no speaker cancellations. The Conference Coordinator discussed the Exhibitor's Social for Thursday evening and the dance card that has been produced. The Board next discussed the transition to the Survey Monkey online survey. Attendees will be encouraged to use the online survey for the Fall conference, but indicate that the paper survey will also be accepted. The Fall 2011 conference will be the last time that paper surveys will be used. All Board members will take the online survey so that any changes can be discussed at the December 10, 2011 Board meeting and incorporated before the Spring 2012 conference.

## **V. Committee Updates**

Membership and Marketing – The Chair reported that the website has been completed and posted. The Committee is taking comments on necessary changes, as well as ideas for new pages. The Chair will meet with all new exhibitors and welcome them to CAPCA.

Finance and Sponsorship – The Chair provided a written update. The 2010 Audit is not yet completed. The Finance Committee was scheduled to meet in September, but due to scheduling conflicts, the meeting had to be postponed. The Finance Committee will meet at 8:00 am on December 10, 2011 to complete the audit and an update on the audit will be presented at the December 10, 2011 Board meeting. The Chair discussed the recommended process changes to support the flow of information and the audit process.

The update included the 2011 Sponsorship status, which is currently \$16,750, just short of the \$17,000 goal for 2011.

Governance Committee – The Chair reported that the Governance Committee has not met since the August 6, 2011 Board meeting.

Nominating Committee – The Chair reported that Nominating Committee met and developed a slate of officers for next year, which will be presented to the membership for a vote at the Business Meeting on Friday, October 21, 2011.

## **VI. Other Business**

A closed Board meeting was held to discuss contracts.

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

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

Saturday, December 10, 2011 at Grove Park Inn, Asheville, NC - The Program Committee will meet at 10:00 a.m. and the Board will convene immediately following lunch.

## **VIII. Adjourn**

The meeting adjourned at approximately 10:50 am.

Respectfully Submitted,

CAPCA Board Meeting –Hilton Hotel

19 October 2011

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Sheila C. Holman

Secretary