



MINUTES OF CAPCA BOARD OF DIRECTORS MEETING

April 23, 2021 1:00PM

Via ZOOM (virtual audio/video)

Attendees:

Kevin Nesbitt, President
Bill Lane, Past President,
Jessie King, Vice President
Mike Abraczinskas, Treasurer
Amy Marshall, Board Member
Deb Basnight, Board Member
Tim Agner, Board Member
Ruth Albright, Board Member
Connie McElroy Bacon, Consultant
Ann Croft, Consultant
Katelyn McIntosh, Chair of Young Professionals
Nathan Daniel, Vice-Chair of Young Professionals
Mark Hawes, Former President/Board Member
Dale Overcash, Former President/Board Member
Penny Mahoney, Former President/Board Member
Ross Smith, Former President/Board Member

Absent:

Rhonda Thompson, Secretary

I. President's Comments

- a. Call to Order – Meeting was called to order at 1:02 pm by President Kevin N.
- b. Introductory Comments – Kevin N. discussed the Virtual Spring Meeting was a success but that he looks forward to getting back to in person meetings soon.

II. Virtual Conference Review

- a. Number of Attendees – Kevin N. discussed how he thought the Virtual Spring Meeting went well. The peak attendees number was 247 which is a very good number for a virtual event.
- b. Feedback – CAPCA did not have a survey monkey done for the virtual conference to get attendee feedback but Board Members have heard comments and generally people enjoyed it and appreciated having a free virtual conference with EPA and the State as speakers.

III. Financial Review

- a. New Bookkeeper Status . Mike A. stated that new bookkeeper, Penny Neville, is onboard and has access to all the accounting files. Mike A. and Jessie K. had a call with Penny N. earlier in the week to have her to assist with getting the necessary financial documents to our tax preparer. Mike stated the goal is to get those documents to the tax preparer this coming weekend.
- b. Current Financial Status Review – Nothing has changed since the last meeting. Still planning on Fall meeting in person for purposes of the budget.
- c. Taxes – See above. CAPCA appears to be in line to file on time.
- d. Internal Audit - Jessie K., Kevin N., Mike A., Ann C. and Connie M-B will meet in May/June in NC to finalize internal financial audits for 2019 and 2020.
- e. Membership Dues for 2021 - 77 members have paid by checks and 60 have paid online their membership dues for 2021. There are still many past members that need to pay dues but we would expect them to do this when they register for the fall meeting.

IV. Future Board Meetings

- a. Dates and Location – Kevin N. discussed that we need two more Board Meetings before the fall conference. The first one will be virtual and hopefully the second one in person in Myrtle Beach, SC. Connie M-B stated that she spoke with the Hilton and they proposed August 14th or 21st for our in-person Board Meeting. Kevin N. proposed August 14th and the Board Members in attendance agreed to that date. Kevin N. will send an email out for a virtual meeting in late May or June.
- b. Considerations for Fall Program and Technical Meeting – Kevin N. discussed the need for a noteworthy speaker like EPA head Michael Reagan, formerly the head of NCDEQ. Jessie K. stated she sent the agenda out earlier today that had been prepared for the Spring 2020 meeting that was cancelled. She stated we will use this as a starting point to line up the agenda.

V. Other Business

- a. Program Planning for Fall 2021 Event - Jessie and the group discussed the use of the previous agenda for the Spring 2020 live event that was cancelled due to COVID-19 and the need to make adjustments to be more current for what is happening in the air arena with the new administration, discussing Environmental Justice and Climate Change. Also, Jessie K. asked everyone to consider any sessions they were meant to be the Chair of and see if their speakers are realistic/in agreement with attending in the fall in Myrtle Beach.

- b. CVENT- Connie M-B told the Board that we can't cut and paste in the "Classic" template for CVENT anymore to create our event page for the fall conference because that template has been discontinued. Therefore, we will need to either allow CVENT to create our event page using the new template at a cost or pay a third party vendor to do it for us (which Connie believes will cost as much if not more). Connie is going to look at what we paid a our former web master, Derek H., in the past when he had to create a new page and we will compare that cost to the cost for CVENT to do it for us. This needs to be decided soon.
- c. Young Professionals (YPs): Katelyn M. discussed that Nathan Daniel is moving up as Chair of the CAPCA YPs and Kaetlyn M. is stepping down after two years. Jessie K. moved to accept Austen Myer of One Environmental (the only applicant to date) as the new Vice Chair of the CAPCA YPs and Tim A. seconded the motion. The Board unanimously approved. Katelyn then reported they recently had a virtual YP event with numerous registrants and 7 attendees.

VI. Adjourn

Jessie King moved to adjourn around 2:00 pm and Mike A. seconded. The motion carried.