



CAPCA BOARD OF DIRECTORS MEETING
October 18, 2013
Hilton Hotel
Myrtle Beach, South Carolina

The CAPCA Board of Directors met at the Hilton Hotel in Myrtle Beach, South Carolina on October 18, 2013. The meeting was called to order by President Sheila Holman at 12:49 p.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>			
Bill Lane	1 st Year Director for 2014	X	

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

President Holman distributed the agenda and reported that she had heard generally favorable comments about the fall meeting.

II. 2013 Fall Conference Review & Critique

(a) Attendees/Sponsors/Exhibitors (*Ann Daniel and Connie McElroy-Bacon*)

We had about 400 attendees, about 60 of whom were walk-ins. We had two walk-in exhibitors. Exhibitors liked having the Thursday night drawing earlier in the evening. Exhibitors suggested a "best in show" prize for exhibit booths. Exhibitors were reminded not to schedule separate events at the same time as CAPCA events.

(b) Arrangements (*Connie McElroy-Bacon*)

Connie reported that the Hilton staff had done a good job. Comments about the hotel and food were generally positive, but internet connectivity is still a problem.

(c) Program (*Randy Taylor*)

The Board agreed that the program had gone well despite the last-minute unavailability of EPA speakers because of the government shutdown. One suggestion was the use of "stop" cards for speakers. The "join.me" app was tested by several Board members during the first presentation. The app worked well, but is unsatisfactory because questions from the audience are automatically displayed on the screen and do not include the name of the questioner.

(d) Surveys (*Randy Taylor*)

Survey Monkey will again be used to solicit feedback on the conference. No new questions will be added.

III. Planning for 2014 Spring Conference

(a) Arrangements (*Connie McElroy-Bacon*)

Arrangements are in place for the spring meeting. Penny reported that the plans for the game show on Wednesday night are definite, and the planning committee is planning an "off to the races" night on Thursday.

James Gregory's agent sent a proposed contract for Mr. Gregory's appearance at the Fall Conference in Myrtle Beach. President Holman asked Beth Partlow to review the contract.

A recent retiree has asked whether CAPCA would offer a retirement rate for attendees. The question was referred to the Finance Committee.

(b) Program (*Randy Taylor*)

We had good participation at the Program Committee meeting and will have a list of potential topics to discuss at the December Board meeting.

(c) Finance (*Renee Shealy and Rich Weber*)

Renee and Rich plan to meet in November to arrange for the transition of the treasurer's responsibilities from Renee to Rich.

IV. Committee Updates

(a) Transition

President Holman welcomed new Board member Bill Lane.

V. Closed Board Meeting

The Board did not hold a closed Board meeting.

VI. Other business

Connie reported that she had been given the 2020 contract with the Hilton, which included a \$3.00 increase in the room rate but free internet. Following a discussion, President Holman asked Connie to request a lower room rate if the Hilton eliminated internet charges for all guests and send the contract to Beth Partlow for review.

VIII. Future Board Meetings and Schedule

The next Board meeting will be held at the Grove Park Inn on December 7, 2013.

IX. Adjourn

Dale Overcash, seconded by Renee Shealy, moved to adjourn. All members voted in favor. The meeting adjourned at 1:34 p.m.

Respectfully Submitted,

Elizabeth B. Partlow
Secretary