



**CAPCA BOARD OF DIRECTORS MEETING DRAFT  
 MINUTES**  
 August 10<sup>th</sup>, 2018  
 Hilton Resort, Myrtle Beach, SC

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

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

- a. Call to Order
- b. Introductory Comments
- c. Welcome YP Vice Chair

Introductory Comments/Welcome: At 10:53 Duane Mummert called the meeting to order. Duane introduced Nathan Daniel and asked the Board to introduce themselves.

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

- a. Review / Approval of the June 15, 2019 Board Meeting Minutes - Jessie handed out the minutes from June meeting. Discussion for minor edits. Mike A. moved and Barbara S. seconded with spelling and minor edits.

**III. Treasurer's Report** (*Kevin Nesbitt*)

- a. Review of Current Financial Status –Kevin N. handed out the Profit and Loss and Balance Sheets. Vanguard performing well and stable. Looks like we will be under budget for fall. We were under budget for Spring. Budget tracking well right now. We are 2/3 of the way to meeting our budgeted number for income due to rate increase. Bill L. made a motion that the Board has reviewed the CAPCA investment under the policy and moves to keep it in place without changes. Kevin N. seconded. Motion passed.

**IV. Fall 2019 Conference** (*Bill Lane*)

- a. Program Development (*Bill Lane*)
  - 1. Wednesday Morning Technical Session – Clean Air Act 101
  - 2. Session Topics and Speaker Assignments
  - 3. Conference VIP Speakers
  - 4. Deadline for Session Description

Bill L. mentioned we had a meeting this morning. Mentioned the 50<sup>th</sup> Anniversary is in place and that most speakers are confirmed. We are moving the first break to 10:00 – 10:30 am on Thursday morning. In between State and EPA. Bill will circulate the session names to all the Board members so that we can get the names on the website. Duane and Bill will get the names to Connie and Ann for website by Wednesday of next week. Descriptions are do by September 1, 2019, at the latest. Rich is filling in for Khalid A. for fall session he is moderating. We need to look at making sure the Contributors have the moderator and speaking opportunities. Friday morning session needs to be set up differently and Connie will work with Mike and

Jessie on that set up. We are committed to get Topics to Ann and Connie in December for Spring Meeting.

b. Contributors / Exhibitors (*Ann Daniel and Connie McElroy-Bacon*)

Ann D. we have one a la cart contribution that has been paid. Ann D. proposes giving some press coverage for a la carte options such as lanyards, breaks, printing, etc. Also, will reach out via phone calls to past contributors. Exhibitors – we have 65 possible spaces, and we have 27 now registered. Need to do e-blasts.

c. Registration (*Ann Daniel and Connie McElroy-Bacon*)

We have 54 registered participants, and of that 23 are exhibiting and 3 are speakers. And 6 for the workshop. Dale says he did not get a receipt when he registered online.

d. Arrangements (Connie M-B.)

1. Conference, Symposium and Meetings - Connie reported we have a new contact at Hilton. We have a Luau menu for Wednesday night with whole pig, fruit centerpiece, spinach salad, etc. The fire dancers are on tap for outside. Young Prof. – can't go on the beach with your beer. But there is a cabana closer to the North Lawn. DJ set up for Thursday night and shag instructors. Going to pull back wall in General Session to create a dance floor. Cups have been ordered, with the blue and green wrap for the gift. She thinks we will come in under budget. Screens will be brighter and closer together for speakers. Only \$300 for higher quality lighting on screens.

2. Attendify App – Randy reported the plan is to have the app live on September 1, 2019. Everyone who still has the attendify app will get push notifications about conference.

Meeting broke for lunch at 11:46 am.

Meeting reconvened at 12:59 pm.

## **V. Committee Updates**

a. Governance - Had a call at 12:15 today. Rich W. reported that the only thing on their plate is looking at the slate of board of directors and who would be a good addition or shown an interest. Barbara S. is retiring and rolling off the Board at the end of the year. They have some potential people and will be ready by the October annual meeting to present the slate.

b. Finance Committee - Reference was made to the earlier Treasurer's report for update on Finance.

c. Membership and Marketing Committee Update (Randy Taylor) – Had a call a couple of months ago. Penny is co-chairing and they are ready for October meeting. After agenda goes out, going to reach out to the permit holders re: the meeting. Randy asked for the process. The Bureau Chiefs send out the letters but Randy and Penny will prepare it for mailing out. Going to reach out to sister organizations about promoting CAPCA (NCMA, SCMA, SC Chamber, NC Chamber, etc.). Randy will follow up with Rhonda re: this letter. Committee's goal is to increase industry participation.

d. Young Professionals Committee Update (Katelyn M.) - Katelyn M. introduced Nathan D. to the group as new co-chair. Have luncheon scheduled on first morning of the fall conference (11:30-1:00 Wednesday). Nathan and BLE will host the corn-hole hour. Torah consulting have already agreed to do the spring. Jenny T. is spear-heading Sept. 19<sup>th</sup> Event in Charlotte and 1 Env. (her company) will be hosting. Still looking for a venue.

## **VI. Other Business**

a. Grove Park Inn 2020, 2021 and 2022 Contract Amendment review (Duane Mummert and Connie M-B) –

Duane M. stated we amended the contracts to allow us to get more government hotel rates. Everything is in place and block is open for the spring. Room rate went up a tiny bit for non-governmental rates. We will have a December 14, 2019, and February 8, 2020.

b. Grove Park Inn 2023 Contract review and approval (Duane M. and Connie M-B) – No major surprises. 20 rooms for NC and 20 rooms for SC employees. No resort charge. No meeting room rental. Food and beverage minimum will apply. Got a flat rate for all days for electrical for exhibitors (per booth).

c. Cvent registration package provider contract review and approval (Duane M. and Connie M-B) – Cvent has a licensure fee but unlike our current system (RegOnline) it does not have all the add-on fees. Cvent bought RegOnline. Doing a 5 year contract we save money per person (pay for a minimum amount of 800 registrants per year). Will have to use paypal express or Cvent's payment portal, which costs a little more but not significant. To get the lower percent rates, need a 5 year commitment. Connie is going to go back and see if she can agree to 2 year

commitment with the same rates she has negotiated. Bill L. moved to allow Connie to negotiate this. Kevin N. seconded. All approved.

d. Other business- Duane M. wants an inventory of what is in dropbox (i.e. Board Manuals, etc.). Ann D. is putting a list of contacts together. Need to have back-up plan for things that are handled by certain individuals in case they are no longer involved with CAPCA. Bill L. said call for abstracts needs to be taken off the webpage. Past-presidents breakfast – Duane M. and Ann D. organizing for 7:00 am on Friday Oct. 24<sup>th</sup> in Dunes.

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

Next Board Meeting will be October 23, 2019 at Myrtle Beach.

## **VIII. Closed Board Meeting**

At this time, Jessie K. moved to go into closed board meeting to discuss contract issues. Barbara S. seconded the motion. Board went into closed meeting. Board came out of closed meeting.

## **IX. Adjourn**

Mike A. moved to adjourn the meeting. Jessie K. seconded. Motion passed. Meeting adjourned at late in the afternoon.