



CAPCA BOARD OF DIRECTORS MEETING

April 16, 2014

Asheville, North Carolina

The CAPCA Board of Directors met at 8:00 AM at the Grove Park Inn in Asheville, North Carolina on April 16, 2014. The meeting was called to order by President Randy Taylor at 8:23 AM. The following were present at the meeting.

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Randy Taylor	President	X	
Beth Partlow	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Dale Overcash	Secretary	X	
Ross Smith	2 nd Year Director		X
Penny Mahoney	2 nd Year Director	X	
Myra Reece	1 st Year Director	X	
Bill Lane	1 st Year Director	X	
Sheila Holman	Past President	X	
<u>Staff Members</u>	<u>Role</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>			
Duane Mummert		X	
Kristi Grigg	Accountant	X	

I. President's Comments (Randy Taylor)

Randy Taylor opened the meeting. The meeting agenda was quickly reviewed to determine if additions or modifications were required for this meeting. The Board decided to add a new topic to the agenda to discuss vendor activities that could occur during a CAPCA conference that might be deemed a conflict with CAPCA conferences.

The Board agreed that the following opening remarks on Wednesday and Thursday would be beneficial for the meeting:

- Past & Present CAPCA History session
- New logo
- New website & coordinator
- Link to program – Smart Phone friendly
- Dinner & trivia on Wednesday evening
- Vendor social & Derby game on Thursday evening
- Re-announce Job Board

A discussion centered on whether it might be time for a 5 year planning meeting. A possible meeting on Friday in June or August was discussed and it was decided to further discuss this topic in the Friday afternoon board meeting.

II. Secretary's Report (Dale Overcash)

Dale Overcash distributed the minutes from the February 8, 2014 meeting. Suggested rewording was discussed regarding Item V.h. and agreed upon by members. Sheila Holman, seconded by Penny Mahoney, made a motion to approve the corrected minutes. All members of the Board voted in favor of the corrected minutes.

III. Treasurer's Report (Rich Weber)

Rich Weber provided an overview of the current budget situation. The organization is in good financial standing as of the end of March, 2014.

Rich indicated that Eve McCoy was in the process of conducting a financial audit (as previously approved by the Board). There were no preliminary findings that had any effects on changes to financial information, but the following initial suggestions have been forwarded to Rich:

- Check number should be added to all invoices along with dates received.
- An expense approval deficiency was found in the Procurement Policy for conference expenses between \$500 and \$2,000. This item was assigned to the Governance Committee for action and resolution.

- A preliminary recommendation was presented that the Executive Secretary should have a Fidelity Bond. This item was discussed, and it was determined that the Board has procedures to cover any financial issues.

The Board agreed to implement the first item immediately and allow the Governance Committee to address the second item.

IV. Spring 2014 Conference Overview (Beth Partlow)

- a. Beth Partlow reported that the program agenda was complete, and everything was in place for a good conference. Connie indicated that all speakers were confirmed and accounted for the program. Beth wanted to make sure we promote as much as we can the 45th anniversary.
- b. Contributors and Exhibitors: \$15,500 for Contributors to date; 54 booths with 52 paid booths).
- c. Registration: 330 to date for Spring Conference (vs. 369 in 2013) – 47 new or second year attendees.
- d. Parking for Spring CAPCA for those staying at GPI: Outside free; parking deck - \$10; valet - \$20.
- e. Parking for Drive Ins - \$7/day
- f. Internet: free for all CAPCA guests.

V. Committee Updates

- a. Governance (Sheila Holman)
 - The Governance Committee will be prepared to discuss in more detail the Treasurer's job and term.
 - Max reported that there was a draft application for copyrighting the logo, and it would be sent to Randy in the near term. Once final, it would be sent to the Patent and Trademark Office.
- b. Membership & Marketing (Penny Mahoney)

Penny indicated that Leo Stander, on behalf of AWMA, requested to speak during the Spring Conference session regarding the June 2015 AWMA annual meeting that will be held in Raleigh, NC. The Board agreed to let him talk before the 1:30 session on Thursday and directly to the Board during the Friday afternoon Board meeting.
- c. Finance

There was no additional report.

VI. Other Business

The vendor conflict of interest issue was briefly discussed and tabled for a future discussion while assignments were carried out by various Board members.

Action items from February 8, 2014 Board Meeting:

- Sheila and Myra are working on letters that will be sent to industry encouraging their attendance at future CAPCA meetings.
- The Finance Committee leader is still to be determined.
- The Board members are encouraged to visit the exhibitors.

VII. Closed Board Meeting

There was no business and thus no closed Board meeting.

VIII. Future Board Meetings and Schedule

The next Board meeting will be held at approximately 1 PM on April 18, 2014 at the Grove Park Inn at the conclusion of the Spring Conference.

IX. Meeting Adjournment

Sheila Holman, seconded by Beth Partlow moved to adjourn. All members voted in favor. The meeting adjourned at 10:43 AM.

Respectfully Submitted,

Dale Overcash
Secretary