



CAPCA BOARD OF DIRECTORS MEETING
 Meeting Minutes
 December 12, 2015
 Grove Park Inn
 Asheville, NC

Board Members	Role	Present	Absent
Beth Partlow	President	X	
Dale Overcash	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Ross Smith	Secretary	X	
Myra Reece	2 nd Year Director		X
Bill Lane	2 nd Year Director	X	
Mike Abraczinskas	1 st Year Director	X	
Duane Mummert	1 st Year Director	X	
Randy Taylor	Past President	X	
Briggs Hamilton	Director - elect	X	
Kevin Nesbitt	Director - elect	X	
Staff Members	Role		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	

<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Carl Burrell	Planning/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership and Marketing	X	
Fern Paterson	YPG / Membership and Marketing	X	

I. President's Comments (*Beth Partlow*)

CAPCA Board of Directors meeting called to order by President Partlow at 11:35 A.M.

- a. Introductory Comments
 President Partlow welcomed attendees.
- b. Confidentiality Agreements, Whistleblower, and Conflict of Interest Policies for Board Members and Volunteers
 Documents were distributed, discussed, signed, and collected.
- c. Membership and Marketing Committee Update (*Penny Mahoney*)
 50th Anniversary activities were discussed including estimated budget (\$50,000), activities, and consideration of including "at large" members to the committee.

Reviewed Survey Monkey questions and responses from the Fall 2015 conference.

Discussed including a postal mailing of meeting notices. Board approved one postal mailing in early 2016.

Reviewed 2016 conference theme planning:
 Spring 2016 – "Caddy Shack"
 Fall 2016 – Elvis Rock & Roll

CAPCA will have a booth at the SCEC conference.

- d. Committee Assignments for 2016
 Discussed continued participation of Past-Presidents on committees
 Added Max Justice to Governance Committee

Added Randy Taylor and Ann Daniels to Membership & Marketing Committee

Added Mike Abraczinskas to Young Professionals Committee

Fern Paterson will develop a scope and task document for the Young Professionals Committee

Motion (Dale Overcash) / 2nd (Randy Taylor) to approve 2016 Committee Assignments. Motion passed.

- e. Survey Monkey Results (*Randy Taylor*)
Reviewed response from Fall 2015 conference

II. Secretary's Report (*Ross Smith*)

- a. Review / Approval of Minutes from October 14 and 16, 2015, Board Meetings, and October 16, 2015, Annual Meeting

Corrected typographical error in Section III of the October 16, 2015 Annual Meeting minutes.

Motion (Mike Abraczinskas) / 2nd (Randy Taylor) to approve meeting minutes from October 14, 2015 Board meeting, October 16, 2015 Annual Meeting, and October 16, 2015 Board meeting. Motion passed.

III. Treasurer's Report (*Rich Weber*)

- a. Review of Current Financial Status
 - 1. 2015 Actual vs Projected Budget
Updated Profit & Loss report was distributed and discussed
 - 2. 2016 Draft Budget
Reviewed draft 2016 budget.
Noted 1.56% increase (adjustment) from Omni GPI Contributions to be adjusted to 2015 actuals
- b. Finance Committee report

Bill Lane led a discussion about managing CAPCA assets. He distributed a spreadsheet with the estimated conference cancellation fees. These potential fees will increase each year, primarily due to increasing costs at the Grove Park Inn. Mr. Lane noted that although the probability of cancellation is low, potential exposure to this risk should inform the CAPCA Board about the level of reserves that CAPCA should maintain. He noted that CAPCA currently retains its money in low-interest savings and checking accounts. Mr. Lane also distributed a draft Investment Policy for review by Board members. The policy allows for retention of an investment manager to manage the investment of CAPCA funds, subject to review by the Board (or its designated Investment Committee). The Investment Policy will be discussed at the February 2016 Board meeting.

c. Dues and Fees for 2016 Meetings (registration and booth rental)

Fees have remained constant since Fall 2012.

The Board discussed increasing the walk-in registration fee at the upcoming 2016 conferences. The walk-in fee is the amount paid after early bird registration closes up to two weeks before the conference. For members, the walk-in registration fee would increase from \$300 to \$375 and for non-members the walk-in registration would increase from \$360 to \$425. A motion to adopt the new fees was made by Mr. Overcash and seconded by Mr. Weber. The Board approved the motion upon a majority vote.

The Board discussed increasing the early bird registration fees by \$15 at the upcoming 2016 conferences. For members, the fee would increase from \$260 to \$275, and for non-members the fee would increase from \$310 to \$325. These changes would not affect registration fees for government employees. A motion to adopt the new fees was made by Mr. Abraczinskas and seconded by Mr. Weber. The Board approved the motion upon a majority vote.

ATTENDEES

Rate

Pre-Registration (Member)	275.00
Registration (Member)	375.00
Pre-Registration (Non-Member)	325.00
Registration (Non-Member)	425.00
Government Registration	200.00
Retired Member Registration	200.00

d. Budget amendment

Subsequent to the Closed Board Meeting (item VII), the Board considered an amended version of the budget presented by Mr. Weber that reflected the following items:

- Increase in registration fees approved by the Board today
- New service contracts approved by the Board today
- Change in line item 4026 (contributions)
- Adjustment in food and beverage costs

Upon a motion by Mr. Overcash and a second by Mr. Taylor, the Board unanimously approved the amended budget for 2016.

IV. Spring 2016 Conference (*Dale Overcash*)

a. Program (*Dale Overcash*)

Mr. Overcash indicated that the Program Committee had developed a tentative agenda and speakers would be identified by the February 2016 Board Meeting. The focus of the agenda is permitting and compliance.

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

Ms. McElroy-Bacon indicated that the new registration fees would be posted for on-line registration. Conference registration will begin after contributors receive information about the conference. Hotel registration is open now.

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

Ms. Daniel will send out new registration information to potential contributors.

d. Arrangements (*Connie McElroy-Bacon*)

Ms. McElroy-Bacon provided the following update:

- Food and beverage costs for the spring 2016 conference will increase by 1.56%. This is less than expected.
- The menu for the Thursday evening symposium will be determined.
- The AV price increased from \$35/booth to \$50/booth.
- The price of coffee has increased
- Parking rates – see below.
- Internet service will not be provided in the exhibit hall unless a speaker needs it.
- Gifts for conference attendees have not been determined.
- Games for the symposium will be developed to encourage visiting exhibitor booths.

Parking rates:

Overnight Guest

Outdoor Self Park: Free

Garage: \$10

Valet: \$20

Non-Resort Guest

Outdoor Self Park: \$7

Garage: Prevailing

Valet: \$15

V. Committee Updates

a. Governance and 5-Year Plan (*Max Justice and Randy Taylor*)

Mr. Justice reported that the U.S. Patent and Trademark office issued a response to the CAPCA trademark application. This response involves a minor issue, rather than a protest or opposition.

Mr. Taylor reported that good progress has been made with respect to the five-year plan adopted by the Board in 2014.

- b. Finance Committee (*Bill Lane*) – see III(b) above
- c. Young Professionals Committee Update (*Fern Paterson/Randy Taylor*)

Ms. Paterson noted that members of this committee will not be designated to present in the first technical sessions at the spring 2016 conference. She said members will be looking for other speaking opportunities. The networking lunch will continue at the 2016 conferences. The corn hole tournament was a success at the fall 2015 conference and will be repeated in spring 2016 if a proper location at the GPI can be identified.

- d. Tentative 2016 Committee Assignments - see I(d) above

VI. Other Business

- a. Mobile apps for conferences (*Randy Taylor*)

Mr. Taylor presented information about a mobile app that can coordinate an event schedule, speaker information, an attendance list, in-conference polling and other resources. CAPCA would manage and update content provided by the app. There would be a one-time fee of \$6,000 to \$8,000. Mr. Taylor is going to seek other quotes and report back to the Board.

- b. Red Cross Fundraising

Mr. Lane reported that CAPCA raised \$4,800 for flood victims in South Carolina.

VII. Closed Board Meeting

VIII. Future Board Meeting & Schedule

- a. The next Board meeting will be in February 6, 2016 at the Grove Park Inn in Asheville.

In addition to meetings held at the CAPCA conferences, the Board will meet on the following dates:

- February 6, 2016
- June 25, 2016

- August 6, 2016
- December 10, 2016

IX. Adjourn

Upon a motion by Mr. Overcash and a second by Mr. Lane, the meeting adjourned at 4:30 pm.