



CAPCA BOARD OF DIRECTORS MEETING

October 15, 2014

Myrtle Beach, South Carolina

The CAPCA Board of Directors met at the Hilton in Myrtle Beach, South Carolina on Wednesday morning, October 15, 2014. The meeting was called to order by President Randy Taylor at 8:30 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	
Mark Hawes	Governance	X	
Penny Mahoney	Membership and Marketing	X	
<u>Guests</u>			
Kristi Grigg	Bookkeeper	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. There were no changes made to the agenda.

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

- New logo
- New website & coordinator
- Link to program – Smart Phone friendly
- Dinner & Comedy show on Wednesday evening
- Vendor social & Halloween costume party on Thursday evening
- Announcement that board was updating the five year plan and would discuss this in Future of CAPCA Session
- A Young Professionals Committee was being developed with the first meeting on Thursday at 1 PM
- Announce that the Annual Business Meeting is scheduled for Friday at noon

It was suggested that the Board Meeting Minutes should be updated on the website. The Secretary will provide approved minutes to Ann for posting.

II. Secretary's Report (Dale Overcash)

Dale Overcash distributed the minutes from the August 9, 2014 meeting. There were no suggested amendments to the minutes. Sheila Holman, seconded by Ross Smith, made a motion to approve the minutes. All members of the Board voted in favor of the 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 September, 2014.

Rich pointed out that Quick Books was on his computer, but he did not use it. Kristi added that with new technologies that it was possible to put Quick Books on a dedicated server with approved password access, and this would most likely be cheaper than our current arrangement. She was instructed to check into this and report back to Rich.

IV. Fall 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.

- b. 45th Anniversary Events – Penny Mahoney provided the board with a summary of the events for Wednesday and Thursday evenings.
- c. Contributors and Exhibitors: All booths but two are filled.
- d. Registration: 350 to date – expect 50 walk-ins.
- e. Past President’s Breakfast – There will be a Past Presidents breakfast at 7 AM Friday in Café Almalfi. The board is invited to attend.

V. Committee Updates

a. Governance (Sheila Holman)

- Logo- Max is working on a “first-use” issue.
- Nominating Committee (Randy Taylor, Mark Hawes, Max Justice, & Sheila Holman) provided the following slate of officers and directors for 2015:
 - Randy Taylor – Past President
 - Beth Partlow – President
 - Dale Overcash – Vice-President
 - Rich Weber – Treasurer
 - Ross Smith – Secretary
 - Bill Lane – 2nd Year Director
 - Myra Reece – 2nd Year Director
 - Duane Mummert – 1st Year Director
 - Mike Abraczinskas – 1st Year Director
 - Penny Mahoney – to fulfill 2nd Year Director to end of 2014 as a result of resignation of Barbara Dankmyer

A motion was made by Penny Mahoney for approval of officers and directors; seconded by Beth Partlow.

Randy and Beth are to determine 2015 committees and Finance Committee Lead.

- The treasurer term has been determined to be at least two years. The treasurer has priority to either move forward to VP or step down from Board after the term.
- b. Membership & Marketing (Penny Mahoney)
Penny indicated that Leo Stander, on behalf of AWMA, requested to speak during the Fall 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.
- c. Finance
Rich will have a draft budget at the December meeting.

VI. Other Business

A vendor (unnamed) conflict of interest issue was briefly discussed. Due to non-conformance with several previous requests from the CAPCA Board, the CAPCA Board has returned the booth and attendee registrations and money to the unnamed vendor for the Fall 2014 conference.

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 October 17, 2014 at the Hilton at the conclusion of the Fall Conference.

IX. Meeting Adjournment

Sheila Holman, seconded by Penny Mahoney moved to adjourn. All members voted in favor. The meeting adjourned at 10:13 AM.

Respectfully Submitted,

Dale Overcash
Secretary