

<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 & Marketing	X	
Fern Paterson	YP / Membership & Marketing	X	
Randy Taylor	YP/Membership & Marketing/Governance	X	
Bill Lane	Finance/Program Planning	X	
Sheila Holman	Governance		X
Mark Hawes	Governance		X

I. President’s Comments *(Dale Overcash)*

CAPCA Board of Directors meeting called to order by President Overcash at 12:54 P.M.

- a. Welcome
 President Overcash welcomed board members.
- b. Reflections on Spring Conference
 President Overcash reiterated the positive feedback from the spring conference attendees.
- c. Update on Hotel Contracts
 - i. GPI
 - a. 2017 board meetings (February 4, 2017 & December 9, 2017)
 - b. 2022 meeting contract (April 6-8, 2022)
 Contracts have been signed for the 2017 board meetings and 2022 spring conference.
 - ii. Hilton
 - a. 2016 board meetings (June 25, 2016 & August 6, 2016)
 - b. 2022 meeting contract - TBD and negotiated
 Contracts have been signed thru 2021 - still negotiating 2022

II. **Secretary's Report** (*Myra Reece*)

- a. Review / Approval of Minutes from April 6 and April 8 , 2016, Board Meetings.

Draft minutes for the April 6 and April 8, 2016 Board of Directors meeting were distributed by Secretary Reece. Spelling corrected on April 8 minutes - Tim **Agner** (Committee Updates/Membership and Marketing). April 6 minutes change (Treasurer's Report/Audit Results): Achievement of continuous improvement items will be discussed at a **future board meeting (replacing next board meeting)**. Ross Smith made a motion to approve with 2 suggested changes and the motion was seconded by Briggs Hamilton. All members of the Board voted in favor of the minutes.

III. **Treasurer's Report** (*Bill Lane standing in for Rich Weber*)

- a. Review of Current Financial Status

Summary of CAPCA financial documents were emailed to board members on June 24. Profit and loss statement was reviewed. Diversification with Vanguard Investment Strategy has been good regardless of recent market dive - will leave everything as is for now. Overall, the CAPCA organization is in good financial standing.

- b. Contributors Update
A list of contributors was distributed. Goal is ~ \$25,000. Additional focus is needed on contributors.

IV. **Survey Monkey** (*Randy Taylor*)

- a. Reviewed and Discussed Spring 2016 Conference Feedback
Approximately 150 attendees participated in feedback survey. Results/handouts were provided - overall, very good comments!

V. Fall 2016 Conference Overview (Ross Smith)

- a. Program (Ross Smith)
Reviewed draft agenda that was developed during the June 25 Program Committee meeting. Ross to send general topics to Ann for website posting.
- b. Registration (Connie McElroy-Bacon and Ann Daniel)
Registration is open and people are registering.
- c. Contributors/Exhibitors (Ann Daniel and Connie McElroy-Bacon)
35 exhibitors are currently reserved for Fall -2016 conference (72 total spaces available)
- d. Arrangements (Penny Mahoney/Connie McElroy-Bacon)
 - 1. Thursday Theme : Rock and Roll with Elvis in the 50's theme was discussed. Gifts still being discussed.
 - 2. Parking/Internet: Parking will be free. Internet will be free in rooms but not in the meeting space.
 - 3. Gifts/Other: Fall Conference gifts (considering cooling towel, CAPCA portfolios, etc.) were discussed. Connie requested board approval to re-order a supply of name tags for conferences. Motion made by Ross Smith to approve (second by Mike Abraczinskas)

VI. Committee Updates

- a. Finance Committee (Bill Lane)
No updates
- b. Governance Committee (Beth Partlow)
Need to continue discussion of succession planning for 2017 - will schedule call before August board meeting.
 - i. CAPCA Trademark (Max Justice)
Registration is now official. Original certificate to reside with Secretary's Record. Discussion of where to place trademark - committee to discuss and bring recommendation back to board.
 - ii. NC Secretary of State Registration (Beth Partlow)
First president of CAPCA on current record. (\$300/year)
Discussed linking to duties of the President. Bill Lane to immediately

change the registration of CAPCA to Dale Overcash (second by Mike Abraczinskas)

- c. Membership and Marketing Committee (Penny Mahoney)
Handout provided to board members with suggestions for Fall Conference activities (Rock and Roll with Elvis in the 50's). Will pilot a new app (Attendify) at fall conference. \$1000 written quote per conference. Since this is an un-budgeted item, approval to fund was needed. Motion was made by Beth Partlow to add to budget (second by Duanne Mummert). Two new "ad hoc" members to assist with 50th year anniversary planning have been identified. Need to set a budget to begin planning for anniversary.
- d. Young Professionals Committee Update (Fern Paterson/Randy Taylor)
Continue to have success with YP strategies. Will continue with lunch, 3 speakers scattered throughout the program and the cornhole tournament. Fern's leadership term is ending - have volunteers to replace Fern. Will introduce new YP representative at the fall conference board meeting.

VII. Other Business

Reminder to make reservations for August board and Fall conference meetings

VIII. Closed Board Meeting **None**

IX. Future Board Meeting & Schedule

- a. The next Board meeting will be **August 6, 2016** at the Hilton in Myrtle Beach.

X. Adjourn

Upon a motion by Ross Smith and a second by Beth Partlow, the meeting adjourned at 2:57 p.m.