



CAPCA BOARD OF DIRECTORS
MINUTES OF BOARD MEETING (November 18, 2023 @ 8:30 am)
 Grove Park Inn, Asheville, NC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Jessie King	Past President	X	
Mike Abraczinskas	President	X	
Rhonda Thompson	Vice President/Program Chair	X	
Tim Agner	Treasurer	X	
Amy Marshall	Secretary	X	
Fern Paterson	2 nd Year Director	X	
Rob VandenMeiracker	2 nd Year Director	X	
Margaret Sembos	1 st Year Director	X	
Ruth Albright	1 st Year Director	X	
Mallory Sparks	Incoming 1 st year director	X	
Sean Alteri	Incoming 1 st year director	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Bookkeeper		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
Ross Smith			X
Kevin Nesbitt	Governance		X
Dale Overcash	Governance		X
Carl Burrell	Arrangements/Events		X
Rich Weber	Governance		X
Sanjam Singh	Young Professionals		X
Pierce Werner	Young Professionals		X
Randy Taylor	Marketing		X
Beth Partlow	Marketing/Governance	X	
Mark Hawes	Governance	X	
Melvin Stroble	Young Professionals	X	
Bill Lane			X

Program Committee Meeting – Rhonda Thompson (8:35-10:05 am)

- Wednesday morning workshop – dust control and combustible dust – Ruth and Kevin
- Weds afternoon shorts – stack testing preparation, stack testing faux pas (Mallory), fence line monitoring basics (Margaret), co-location and single source determinations (Rob)
- Thursday morning – EPA – Scott Mathias instead of Region IV? (Rhonda), states (Melvin), NCMA/SCMA (Tim)
- Thursday afternoon – PM2.5 NAAQS – Amy and Jessie decide on topics, include instruments (set them up), Mike help
- Friday morning – alternative energy (Sean); emerging topics – EJ, RMP, TSCA (Beth)

Calendar for publishing full agenda on the website

- Finalize topics and session chairs for spring conference – November 18 – post topics online
- Session chairs build out their sessions; identify/invite speakers – November 18 – January 19
- Finalize session descriptions for agenda; confirm speakers – January 19 – February 14
- Send session titles/descriptions/speakers to Tim and send speaker email addresses to Connie – February 1
- Post full agenda online by February 14
- Session chairs have dry run webinar/call with speakers to ensure content is as expected and there is not overlap between speaker content... and no “advertisements” – February 14 – April 9
- Conference April 10-12

Board Meeting

President’s Comments (Mike Abraczinskas)

- a. Call to Order 10:27am
- b. Welcome Sean and Mallory to the board
- c. Mike to work on updates to the board position descriptions, they are out of date
- d. Introductory comments & review of agenda

Secretary’s Report (Amy Marshall)

- a. Review and approval of minutes from October BOD meetings and membership meeting
- b. Minor changes were made
- c. Margaret moved to accept the three sets of minutes with the minor changes noted, Fern seconded the motion, the meeting minutes were approved

Treasurer’s Report (Tim Agner)

- a. Overview of current financial status, should have a positive bank account balance going into 2024, should pay some back into the Vanguard investment account to replace part of what we took out last year
- b. 2024 Budget vs. Actual 2023 – working on balancing the 2024 budget, have projected revenues and expenses, we should raise registration and booth fees slightly to cover increases in food/bev minimums and balance the budget. We will finalize and approve the 2024 budget in February.

- c. Tim Agner moved to increase registration by \$25 for government and members, increasing non-member registration by \$50, increasing walk in by \$55, increasing workshop by \$30, increasing booths to \$1250 for 1, \$2250 if pay ahead for 2; Rob V seconded. Motion passed.
- d. We need to find a new bookkeeper – Penny is retiring at the end of the year
- e. Status of external financial review – we should have the report early December; one recommendation will be to adjust the signature authority for the Vanguard account (Ann plus the president)
- f. Hotel contracts - Hilton 2026 & 2027 (Mike A.)
 - a. We have draft Hilton contracts
 - b. Food and beverage minimums increase slightly over 2025, room rates increase slightly over 2025 (less than inflation)
 - c. Includes force majeure
 - d. Ruth motioned to sign the 2026-2027 contracts, Tim seconded. Motion passed.

Spring Conference Agenda (Rhonda Thompson)

- a. Overview of Program Topics and Session Chair assignments – topics and chairs are set, Rhonda to send the list of topics to Connie to post on the website, finalize and post details on website in February

Spring Conference Arrangements (Connie McElroy-Bacon & Ann Daniel)

- a. Whova & Registration updates – we have paid for 3 more meetings with Whova; if we pay for 2 more in 2025 now, we can keep 2023 rates. Tim motioned to pay Whova for 2025 now, Margaret seconded, motion passed.
- b. Theme ideas – spring – the great outdoors; fall - Margaritaville
- c. Food and beverage expectations
- d. Hotel arrangements – room rate \$279 for spring
- e. Promotional item ideas – ask Blackrock Branding to donate items again in place of booth fee, buy a few gift cards again, see if we can get stores to donate anything related to the outdoor theme

CAPCA Strategic Plan discussion (Jessie King)

- Went through the plan
- Want to increase membership, especially industry and YP
- We need to update committees and assign action items from the plan at Feb meeting

Committee Updates

- a. Finance (Tim Agner)
 - An external financial review for calendar year 2022 is underway
 - Contributions Sub-Committee (Ann) – Ann to call all past contributors in Dec/Jan, contributor matrix updated on the website
- b. Governance (Jessie King)
 - Ruth has agreed to serve in 2024 and then retire, Margaret will move on to treasurer in 2025
- c. Membership and Marketing (Ruth Albright)
 - Ruth to develop a plan

d. Young Professionals (Melvin)

- Need to follow up with YPs who expressed interest in taking over from Pierce and Sanjam, get one person to start early 2024 and have some overlap before Pierce rolls off, see if Sanjam will stay through next year so we can have one new person each year with overlap (2 total all the time)
- Looking at topics for YP lunch like networking, career development, etc

Upcoming In-Person Board meeting dates for your calendar

- a. February 3, 2024, at Grove Park Inn – need to make room reservations in Dec
- b. Discuss early June Board meeting dates and locations – June 22 in Charlotte
- c. August virtual meeting on a Friday afternoon
- d. November 23, 2024, at Grove Park Inn

Other Business

None.

Tim A motioned to move into a closed executive session, Ruth seconded. The board moved to go into closed session.

Closed Board Meeting

A personnel matter was discussed.

Margaret motioned to come out of closed executive session, Rob V seconded. Motion passed.

Tim A motioned to accept Connie's and Ann's proposed contracts for 2024 with the increased compensation, Ruth seconded. Motion passed.

Adjourn

Tim A moved to adjourn the meeting, Margaret seconded the motion, the board voted to adjourn at 2:16 pm.

Submitted by Amy Marshall, November 18, 2023.