



CAPCA BOARD OF DIRECTORS MEETING
MINUTES OF July 15, 2020
Conference Call

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Bill Lane	President	X	
Kevin Nesbitt	Vice President/Program Chair	X	
Jessie King	Treasurer	X	
Mike Abraczinskas	Secretary	X	
Rhonda Thompson	2 nd Year Director	X	
Khalid Alnahdy	2 nd Year Director	X	
Tim Agner	1 st Year Director	X	
Ruth Albright	1 st Year Director	X	
Duane Mummert	Past President	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Kristi Grigg	Accountant		X
Terri Bacic	Registration		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Dale Overcash	Marketing/Governance		X
Carl Burrell	Marketing/Arrangements/Events		X
Rich Weber	Governance		X
Ross Smith	Governance		X
Nathan Daniel	Young Professionals		X
Katelyn McIntosh	Young Professionals		X
Randy Taylor	Marketing		X
Beth Partlow	Marketing/Governance		X
Penny Mahoney	Marketing		X

I. President's Comments (Bill Lane)

- a. Call to Order – President Bill Lane called the meeting of the CAPCA Board members and staff to order at 1:04 pm.
- b. Introductory Comments – Bill L. welcomed everyone to the conference call and noted that the primary objective of the call is to continue the Board's discussion on considerations for the fall 2020 conference.

II. Review of Minutes (Mike Abraczinskas, Secretary)

Mike A. noted that the minutes for the June 19, 2020 Board meeting were circulated via email only 25 minutes prior to the call. Since everyone just received them, he suggested that any action be deferred to the next call so that the Board had adequate time to review. The Board agreed to defer this item.

III. Financial Report (Jessie King, Treasurer)

Jessie K. provided the Board with the latest updated information on CAPCA's finances. Included was a revised budget that included 2 different scenarios; 1) no fall conference and 2) a lightly attended fall conference. Jessie noted expenses that occur regardless of whether the organization has a fall conference or not. All information was reviewed and discussed by the Board and considered in all of the remaining discussions on potential pathways for the Fall Conference. Jessie also noted that a tax extension was filed on July 15, 2020 due to switching accountants.

IV. Status of COVID-19

- a. Government Health Guidelines – Current health guidelines for both NC & SC were briefly discussed with the caveat of not knowing what the guideline may look like by the Fall Conference. Rhonda T. noted that South Carolina has no restrictions in place currently and the SC Governor announced that schools will fully open on-time this fall. It was also noted that Myrtle Beach is a hotspot for COVID cases at this time.
- b. Travel restrictions – It was noted that some employers continue to have travel restrictions in place. Several Board members shared their business travel restrictions. All expressed uncertainty with regard to whether that will change between now and the Fall Conference. Overall, the Board agreed that the current situation and unknowns make planning for the Fall Conference very challenging for Board members, speakers, exhibitors and attendees. It was noted that other conferences scheduled for the fall are making decisions to fully cancel or go fully virtual.

V. Considerations for Fall 2020 Conference

- a. Attendees/speakers/exhibitors– The Board discussed the excellent agenda from the cancelled Spring Conference that can be carried forward to the Fall Conference. If a decision is made to have the Fall Conference, regardless of format, the Board agreed that all or portions of the Spring Conference agenda/speakers could be used.

- b. Hotel issues –Connie has been discussing potential options with the Hilton. The Board was informed that a 60-day notice is required (by August 20, 2020) if relief is desired relative to the existing Hilton contract. Connie stated the Hilton has expressed its willingness to work with the Board and not implement any penalties for cancellation.

Further discussion of costs, budget, alternative conference approaches and surveying the CAPCA membership:

Board members discussed branding and continuity. It was noted that the organization should give strategic thought to virtual conferences in the future, if not for the Fall Conference. Duane M. noted that CAPCA separates itself from other events because of the quality face-to-face time and is unsure whether a virtual type event is attractive enough for members. Mike A. also pointed back to the budget scenarios that Jessie presented noting that the no conference option is the least impactful from a financial perspective.

Board members explored a variety of thoughts and it was noted that many people may feel that attending an event in Myrtle Beach is too risky for them. As the discussion continued, a number of Board members began acknowledging that it may not be feasible to have a face-to-face Fall Conference, citing both the health and financial risks. Bill L. asked whether the Board should consider a shortened virtual conference that includes the usual Thursday morning line-up (EPA/SC/NC updates). The Board discussed tailoring a survey around the prospects of not having a face-to-face Fall Conference, and asking the membership how CAPCA can best serve them through the remainder of the year. It was agreed that a survey needed to go out in the next week or two. Kevin N. agreed to compile everyone's suggested survey questions and send them back out to the Board for final approval. Everyone agreed that the survey should be simple (5 questions or less) and Connie indicated that she could administer the survey through Survey Monkey. Bill L. suggested including a question about whether the survey respondent attended a CAPCA conference in 2019. That would be a segment of data the Board would be interested in seeing.

The meeting adjourned at 2:16pm