



**CAPCA BOARD OF DIRECTORS MINUTES OF
September 17, 2021 Virtual Meeting @ 1pm**

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Kevin Nesbitt	President	X	
Jessie King	Vice President/Program Chair	X	
Mike Abraczinskas	Treasurer	X	
Rhonda Thompson	Secretary	X	
Tim Agner	2 nd Year Director	X	
Ruth Albright	2 nd Year Director	X	
Amy Marshall	1 st Year Director	X	
Deb Basnight	1 st Year Director		X
Bill Lane	Past President		X
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	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	
Austen Meyer	Young Professionals	X	
Randy Taylor	Marketing	X	
Beth Partlow	Marketing/Governance		X
Penny Mahoney	Marketing		X
Mark Hawes	Governance	X	
Duane Mummert	Governance	X	
Melvin Stroble	Governance	X	

I. President's Comments (Kevin Nesbitt)

Kevin Nesbitt called the meeting to order at 1:01pm
Kevin Nesbitt went over the agenda and mentioned we are getting questions about COVID-19 protocols.

The minutes from the August 14, 2021 in-person meeting were reviewed and approved with a motion from Ruth Albright and a second by Jessie King.

II. Program Update (Jessie King)

Next week is the deadline to get program to the printer so we need to finalize all speaker names and titles by then.

Speakers participating remotely will be brought in by MS Teams; we will see them, but they will not see the audience.

9 have registered for Wednesday's Technical Session so far.

We need to set up a time to do practice run for remote speakers – Connie McElroy-Bacon will check with AV person for available dates (October 6 is tentative date).

We will continue to use gmail account for the audience to send questions.

EPA is very unlikely to participate in-person due to federal travel restrictions.

Attorney General Alan Wilson is asking how many people will be in attendance for his session.

III. Treasurer's Report (Mike Abraczinskas)

Attendees so far:

88 – registered members

15 – registered non-members

24 – government registered

1 – retired registered

9 – Wednesday class registered

At 40% of target on registration

143 total registered, including speakers

Dues – 236 paid (budgeted for 280)

36 booths/exhibitors (44 is target)

Several board members have not registered yet – awaiting approval for travel.

70% of Fall 2017 is break-even point – our budget is based on 70%.

Budget break-even will also depend on hotel flexibility on food and beverage and final bill – they will only bill us based on the number of registrations.

We have exceeded our target for contributors.

We have 128 hotel rooms reserved so far.

Mike Abraczinskas went over the money market and checking account balances.

The taxes have been filed.

The internal audit will be rescheduled.

Ideas for increasing registration?
Send email to Young Professionals.
Members asked to post invite on their social media pages.
Send reminder emails to full membership.

IV. Other Business (Kevin Nesbitt)

We are getting questions about mask requirements and COVID-19 protocols. We will strongly encourage everyone to wear a mask for all indoor events and masks will be provided by one of the contributors for all attendees.
Question: Does the Hilton require masks? Employees required to wear them. They do have signs up for everyone to wear masks, but they may not be enforcing it. Plastic gloves will be available at all buffets; we can pay extra to have food served.
If we have a low turnout, we can split up the seating in dining areas.
The hotel has indicated that any organization can decide to make masks mandatory for their attendees, but enforcement may be difficult.
We will put COVID-19 protocol language on webpage, put language on a slide to show during breaks, and add language to emails about social events; Jessie King will draft language to use.
All Board members were asked to reach out to potential attendees to help increase attendance.
Young Professionals Update:
8-10 people sent RSVP for meetups but only 2 showed up.
5 have registered for the Young Professionals lunch on Wednesday so far.

The next meeting in Asheville is December 4 at Crown Plaza hotel. See Connie McElroy-Bacon's emails for more details.

V. Adjourn

Meeting was adjourned at 1:54pm by unanimous consent.