



CAPCA BOARD OF DIRECTORS MEETING MINUTES  
 AUGUST 12, 2017  
 HILTON MB KINGSTON PLANTATION  
 MYRTLE BEACH, SC

<b><u>Board Members</u></b>	<b><u>Role</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Ross Smith	President	X	
Rich Weber	Vice President/Program Director	X	
Bill Lane	Treasurer	X	
Duane Mummert	Secretary	X	
<del>Briggs Hamilton</del>	<del>2<sup>nd</sup> Year Director</del>		<del>X</del>
Kevin Nesbitt	2 <sup>nd</sup> Year Director	X	
Jessie King	1 <sup>st</sup> Year Director	X	
Melvin Stroble	1 <sup>st</sup> Year Director	X	
Dale Overcash	Past President	X	
<b><u>Staff Members</u></b>	<b><u>Role</u></b>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Kristi Grigg	Accountant		X
<b><u>CAPCA Committee Members</u></b>	<b><u>Committee Represented</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Carl Burrell	Marketing/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership & Marketing	X	
Jenny Tang	YP / Members & Marketing	X	
Randy Taylor	Marketing/Governance	X	
Mike Abraczinskas	YP/Program Planning/Marketing	X	
Mark Hawes	Governance		X
Beth Partlow	Marketing/Governance	X	
Myra Reece	Finance/Program Planning	X	

## **I. President's Comments** (*Ross Smith*)

- A. Call to Order – CAPCA Board of Directors meeting was called to order by President Smith at 12:35 pm
- B. Ross S. welcomed Jenny Tang as the new Young Professionals Committee leader.
- C. Ross S. announced that Briggs Hamilton has new employment outside the Carolina's and has resigned from the CAPCA Board. The board discussed the need to fill the vacancy. Dale O. commented that everything is in place for the fall meeting and a new CAPCA Board will be elected after the fall meeting so there is no real need to fill the vacancy. The Board agreed with Dale's assessment.
- D. Ross. S. announced that Bob King is prepared to say a few words and show a short video in memory of Jim Joy before the Thursday meeting. Myra R. suggested inviting Debbie Joy to the fall meeting, the board agreed and she will reach out to Debbie.

## **II. Secretary's Report** (*Duane Mummert*)

- A. Review/Approval of Minutes from June 24, 2017 board meeting – Kevin N. moved to approve the minutes with minor typo changes. Dale O. seconded. Everyone voted in favor to approve and the motion passed.

## **III. Treasurer's Report** (*Bill Lane*)

- A. Review of Current Financial Status – Bill Lane reported that there was very little financial activity since the June 24, 2017 meeting.

## **IV. Fall 2017 Conference**

- A. Program update (*Rich Weber*) – Rich reviewed the program and all topics have been identified and developed, but some speakers are not confirmed. Rich W. asked that all speakers to be confirmed in the next two weeks and session summaries finalized for publication in the program.
- B. Contributors and Exhibitors (*Ann Daniel and Connie McElroy-Bacon*) – Contributors are below normal levels and Ann has reached out to all past contributors, but has not had any responses. Exhibitors were also below normal levels, but there was still time and an expectation we will meet normal levels.

- C. Registration (*Ann Daniel and Connie McElroy-Bacon*) – About 90 registered thus far. Registration is also off, but it was noted that it is the end of vacation season and this may pick up once folks start looking at fall schedules. Connie M. will send a new e-mail blast as a reminder.
- D. Arrangements (*Connie McElroy-Bacon*)
  - 1. Thursday Theme – Penny Mahoney reported The Spy's the Limit, martini glasses, meatball grenades, costume contest, pink panther "emburgers", glamour mugshots, James Bond movie playing, impersonators, code breaking game, casino game, rubber dart/shooting target, exhibitor game ("I Spy").
  - 2. Parking/Internet – Connie reported parking is free, internet is taken care of.
  - 3. Gifts / Other – The Board decided on a cell phone battery pack/charger

## V. Committee Updates

- A. Finance (*Myra Reece*): Bill L. reported that the audit was delayed to the end of August. Bill L. reported that Kristi can continue to do accounting but wants to step away from registration. Connie said Terry Basic is willing to take on registration. Kristi submitted a proposal for \$275 per month for accounting services, which returns approximately \$4,000 for registration services for both meetings. Bill L. made a motion to accept Kristi's proposal and to offer Terry Basic \$2,500 for the fall meeting registration work and readjust base on work load after the fall meeting. Kevin N. second the motion. Everyone voted in favor to approve and the motion passed.
- B. Governance (*Dale Overcash*) –
  - Document Retention Policy* – Dale O. reported that he will have the next draft at the fall Board meeting
  - "Conference" Name* – Dale O. reported change is complete.
  - CAPCA Board Nominations* – Mike A. 1<sup>st</sup> year director (NC Agency)  
TBD 1<sup>st</sup> year director (SC Consultant?)
- C. Membership and Marketing (*Penny Mahoney*) –
  - Marketing Video* – Penny M. reported she had received two similar quotes for a videographer to visit the spring meeting and get testimonials to prepare a marketing video. The Board reviewed both quotes and discussed the need for the video. One quote was for a fixed price and the

videographer had experience with fundraising for schools and religious organizations. The second quote was lower in fixed costs but had variables mainly around travel costs and the videographer had experience with industrial training videos. There were concerns the video could become quickly outdated. Kevin N. made a motion to use the fixed price videographer to prepare the video. Jessie K. second the motion. There was one dissenting vote, but the motion passed.

*50<sup>th</sup> Anniversary* – Penny M. asked for a planning budget Melvin S. made a motion to allot \$40,000 for both meetings. Duane M. second the motion. Everyone voted in favor to approve and the motion passed.

D. Young Professionals Committee Update (*Melvin Stroble*)

*YP Lead status* – Jenny Tang introduced herself and discussed a few ideas for the YP (i.e. job board, posting other events, seminars etc.). The YP luncheon starting time was moved to 11:30 to allow more time for the speaker.

## **VI. Other Business**

- A. Survey Monkey – Randy T. will add a question along the lines of “If there was one thing CAPCA could change what would it be?”
- B. Conference App – Rich made a motion to authorize Randy T. to renew the app for \$2,000 and Dale O. second the motion. Everyone voted in favor of approval and the motion passed.

## **VII. Closed Board Meeting**

No Closed Board Meeting

## **VIII. Future Board Meetings & Schedule**

The next Board meeting will be October 11, 2017 at the Hilton Hotel – Myrtle Beach, SC.

## **IX. Adjourn**

Kevin N. moved to adjourn. There was a second by Melvin S. and all were in favor. The meeting was adjourned at 2:59 pm.