



**CAPCA BOARD OF DIRECTORS MEETING
12 February 2011
Grove Park Inn
Asheville, NC**

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on 12 February 2011. The meeting was called to order by President Max Justice at 11:20 am. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Max Justice	President	X	
Mark Hawes	Vice President / Program Chairman	X	
Renee Shealy	Treasurer	X	
Sheila Holman	Secretary	X	
Nancy Marshall	2 nd Year Director	X	
John Sudnick	2 nd Year Director	X	
Beth Partlow	1 st Year Director		X
Rich Weber	1 st Year Director	X	
Penny Mahoney	Past President	X	

<u>Staff Member</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Ann Daniel	Executive Secretary	X	
Kay Aumiller	Dues & Registration Chair	X	
Connie McElroy-Bacon	Conference Coordinator	X	

CAPCA Committee Members Present

Carl Burrell
Randy Taylor

Committee Represented

Planning / Arrangements / Events
Finance Committee

Guests attending Board Meeting

None

I. President's Comments

The President called the meeting to order at 1:00 pm. The agenda was approved as distributed.

II. Secretary's Report

- Review / approval of December 11, 2010 Minutes
- The December 11, 2010 minutes were accepted as distributed.

III. Treasurer's Report

The transition of files to the new Treasurer was completed on Friday, February 11, 2011. The board heard the current status of the accounts, including a summary of the books at the end of 2010. Paperwork changes at the bank to add the new Treasurer was discussed. A motion was made and seconded to revise the Crescent State Bank authorization for check signing to include the Executive Secretary, the Registrar and the new Treasurer, and to remove the immediate past Treasurer. The motion passed.

The Board then reviewed the current status of the accounts.

The Board then discussed three insurance issues. First, liability coverage for independent contractors was discussed. The President recommends cancelling the existing policy and asking that the insurance company refund our unused premium, then applying for a new policy to ensure that CAPCA's contract employees are in fact covered.

Next, currently CAPCA does not have specific coverage for any liability resulting from alcohol being served at the meeting. A quote for special liability coverage for alcohol being served at CAPCA meetings will be requested from the insurance company.

Finally, CAPCA currently does not have fidelity coverage if someone erroneously or intentionally does something with financial assets. The insurance company will not quote a price until they understand the financial situation of the organization. The President will distribute the application to the Treasurer to handle.

IV. Spring 2011 Conference

The program committee meeting held this morning went well. The first agenda is due to the Executive Secretary by February 18th. Session chairs are to provide input to the Program Chair by Wednesday, February 16th. The final agenda is due to the Program Chair by March 9th and to the Executive Secretary by March 11th.

It was noted that a Boiler MACT presentation was added to the agenda on Thursday morning.

The Board decided to have poster-size agendas produced to display outside the main meeting room. Session chairs are asked to remind speakers to register and to check in at the registration desk.

Next, the Board heard a report from the Sponsorship Subcommittee, who had met at 10:00 am on February 12th. Six sponsors have paid so far this year. The sponsorship deadline is Tuesday, February 15th.

Currently, six booths have been rented for the Spring meeting. We have 50 booths total. Materials were sent to exhibitors about one week late. The Sponsorship Committee will stay in touch with the Executive Secretary over the next month and will make some targeted phone calls if necessary.

The Conference Coordinator reported on discussions with the Hilton about the negative comments from the Fall meeting. Hilton is not planning on a major renovation any time soon due to the economy.

Food costs have gone up slightly for the Spring Meeting

Entertainment options were discussed and decided on.

CAPCA currently has a contract with Hilton through 2014 and a contract with GPI through 2016. The President instructed the Conference Coordinator to explore extension of the Hilton contract for another 1-2 years.

The gift for the Spring Meeting will be the 2-pocket trunk organizer

V. Committee Updates (including Committee Members & 2011 priorities)

The Governance Committee reported that they need one outstanding member to meet the committee representation described in the by-laws. The Board and employee position descriptions are now complete and should be added to the Director's Manual. There are no outstanding issues right now. The Chair recommends keeping the committee constituted, but no immediate issues need to be addressed currently.

The Membership and Marketing Committee Chair presented the draft new front page of the CAPCA website. Board members provided comments on the introductory paragraph. It was recommended that a statement to give CAPCA authority to publish photos on CAPCA website be added to the registration form, both hard copy and on-

line. The Chair will send the link to all Board members. The sponsor link will be moved to the main bar of the new page. The sponsor page will be the next priority after the main page. The goal is to have the front page updated by the Spring meeting. The webmaster will keep track of his hours worked on web page redesign, and CAPCA will pay him by the hour. The Chair would like comments on the opening paragraph for the web page by March 14th. Final approval by Board is needed before it is posted.

A letter was sent to Andrew Miller recognizing his donation to CAPCA for the Fall and Spring Meetings for 2010 for the on-line registration effort.

The Finance Committee for 2011 will be Randy Taylor (Chair), Renee Shealy, Ann Daniel, Kay Aumiller, Connie McElroy-Bacon, Mark Hawes, and Rich Weber.

Sponsorship – The Executive Secretary sent a note to previous sponsors in January. The Chair is looking at a target email to recruit exhibitors and sponsors. The recommendation is to send out a postcard (1/2 page) in January and June. The Board approved that a card be sent in the next week. The Board agreed that the additional sponsorship opportunities are available.

The Board agreed to have 50 copies of the list of registered attendees to give to exhibitors.

VI. Other Business

A closed Board Meeting was held to discuss contracts.

VII. Future Board Meetings & Schedule

Wednesday, April 13, 2011 at 8:00 am at Grove Park Inn

Friday, April 15, 2011 at 1:30 pm at Grove Park Inn

VIII. Adjourn

The meeting adjourned at approximately 3:15 pm.

Respectfully Submitted,

Sheila C. Holman
Secretary