



CAPCA BOARD OF DIRECTORS MEETING

April 18, 2014

Asheville, North Carolina

The CAPCA Board of Directors met at 1:30 PM at the Grove Park Inn in Asheville, North Carolina on April 18, 2014 at the conclusion of the Spring 2014 Conference. The meeting was called to order by President Randy Taylor at 1:35 PM. The following were present at the meeting.

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Randy Taylor	President	X	
Beth Partlow	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Dale Overcash	Secretary	X	
Ross Smith	2 nd Year Director	X	
Penny Mahoney	2 nd Year Director	X	
Myra Reece	1 st Year Director	X	
Bill Lane	1 st Year Director	X	
Sheila Holman	Past President	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
Rich Weber	Finance	X	
Carl Burrell	Planning/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership and Marketing	X	
<u>Guests</u>			
Duane Mummert		X	

I. President's Comments (Randy Taylor)

Randy Taylor opened the meeting. The general tone from the conference was positive with good feedback from the attendees, the vendors during booth visits, and the vendors meeting.

II. Spring 2014 Conference Review & Critique

- a. There were 390 to 395 attendees with approximately 50 new attendees.
- b. The program went well and there were some good ideas for the Fall session that were received during the program committee session on Thursday afternoon. The program committee session had the best attendance in recent memory.
- c. The Survey Monkey will be sent to the attendees to obtain feedback on the conference.

III. Fall 2014 Conference Planning

- a. It was decided that a 5-year planning meeting would be held on Friday June 13, 2014 beginning at 1 PM. The Fall Planning meeting and Board meeting will be held on June 14, 2014. All meetings will be held at the Hilton in Myrtle Beach, SC.
- b. Meeting Dates for Fall Conference – October 16 -18, 2014.
- c. Beth will summarize program ideas and be prepared to discuss these at the June Planning meeting for the Fall Conference.

IV. Committee Updates

- a. Governance (Sheila Holman)
 - The Governance Committee will be prepared to discuss in more detail the Treasurer's job and term in June.
 - The Governance Committee will update the financial policies and procedures to address the audit findings discussed on April 16, 2014.
 - The Governance Committee will work to finalize the trademark package.
- b. Membership & Marketing (Penny Mahoney)

There was no additional report.
- c. Finance (Rich Weber)
 - Taxes are to be filed by May 15th. A copy will be forwarded to the Board members for their review and input.
 - The committee will provide updates on the audit and the budget after all Spring bills are paid.

V. Future Board Meetings and Schedule

The next Board meeting will be held on June 14, 2014 at the Hilton in Myrtle Beach, SC. A 5-year planning meeting will be held on June 13, 2014 beginning at 1 PM.

VI. Meeting Adjournment

Sheila Holman, seconded by Penny Mahoney moved to adjourn. All members voted in favor. The meeting adjourned at 2:28 PM.

Respectfully Submitted,

Dale Overcash
Secretary