



CAPCA BOARD OF DIRECTORS MEETING
MINUTES OF April 10, 2019
 Grove Park Inn
 Asheville, NC

| <u>Board Members</u> | <u>Role</u> | <u>Present</u> | <u>Absent</u> |
|---------------------------------------|-------------------------------------|-----------------------|----------------------|
| Duane Mummert | President | X | |
| Bill Lane | Vice President/Program Director | X | |
| Kevin Nesbitt | Treasurer | X | |
| Jessie King | Secretary | X | |
| Mike Abraczinskas | 2 nd Year Director | X | |
| Barbara Sease | 2 nd Year Director | X | |
| Rhonda Thompson | 1 st Year Director | X | |
| Khalid Ahlnady | 1 st Year Director | X | |
| <u>Staff Members</u> | <u>Role</u> | | |
| Ann Daniel | Executive Secretary | X | |
| Connie McElroy-Bacon | Conference Coordinator | X | |
| Kristi Grigg | Accountant | | X |
| Terry Bacic | Registration | X | |
| <u>CAPCA Committee Members</u> | <u>Committee Represented</u> | <u>Present</u> | <u>Absent</u> |
| Dale Overcash | Marketing Governance Committee | X | |
| Carl Burrell | Marketing/Arrangements/Events | X | |
| Max Justice | Governance | | X |
| Penny Mahoney | Membership & Marketing | | X |
| Jenny Tang | YP / Members & Marketing | X | |
| Katelyn McIntosh | YP | X | |
| Randy Taylor | Marketing/Governance | X | |
| Beth Partlow | Marketing/Governance | X | |
| Myra Reece | Finance/Program Planning | | X |

I. President's Comments (*Duane Mummert*)

- A. Housekeeping Issues for Open Comments – Duane M. called the meeting to order at 8:10 am.

II. Secretary's Report (*Jessie King/Kevin Nesbitt*)

- A. Review / Approval of Feb 9, 2019, Board Meetings Minutes – Minutes were reviewed and minor edits to spelling were proposed to Kevin N. moved to approve the 2/9/19 meeting minutes, Mike A. seconded. Motion passed.

III. Treasurer's Report (*Kevin Nesbitt*)

- A. Review of Current Financial Status: Kevin N. reported CAPCA is in good financial standing.
- B. Internal audit update: Kevin N. handed out a draft letter regarding the results of the Internal Audit. He stated the audit Wes performed in March 2019 went well. Bill L. and Jessie K. attended.
- C. Other Business: Kevin N. is working on taxes with Eve M.

IV. Spring 2019 Conference

- A. Program Update (Bill Lane): Bill L. stated trying to mix things up this year with different ways of presentation and contributor moderators. He reminded the Board of the following Computer Assignments to take questions during speeches:
 - Wednesday 1:30 – Mike A.
 - Wednesday 3:30 – Barbara S.
 - Thursday 11:30 – Rich W.
 - Thursday 1:30 – Kevin N.
 - Thursday 3:30 – Penny M.
 - Friday 8:30 – Khalid A.
 - Friday 10:45 – Jessie K.
- B. Contributors / Exhibitors (Ann Daniel and Connie McElroy-Bacon): Ann D. stated there are currently 58 Exhibitors. Some contributors gave logos some did not. If not, she took from websites. 2 New exhibitors Met I and Torah.
- C. Registration (Ann Daniel and Connie McElroy-Bacon) – Ann D. said 378 people have registered and we expect walk-ins. Thirty-nine (39) people have registered for PSD permitting technical session on Wednesday Morning (in Hoover Room). Twenty-nine (29) YPs have responded s to the Young Professional luncheon in Eisenhower Room on Wednesday. Will most likely

be walk-ins there as well. The lunch buffet will be outside of the rooms for the YP and Technical Session. Dan McCombs, a frequent CAPCA attendee, passed away recently. A donation and note was sent to his family from CAPCA. Thanks to Dale O. for donating staff to help with registration.

- D. Arrangements (Connie McElroy-Bacon) – Power Point with logos and Agenda will run during breaks between speakers in main conference room. There will be a Magician Wednesday night in Heritage Room from 6:30-8:30

- 1. Thursday Theme is 50 years of Magic. Expect Board members to wear costumes.

- 2. Parking/Internet: We received parking discounts again this year from GPI. There is no internet in the conference area/rooms. It is very expensive at GPI because we have so many attendees and you have to pay per computer. Connie M-B. is going to look into rate for lounge with internet that will be accessible to attendees near speaker and exhibitor areas. There is internet in room and in various places (using room number) around the GPI. Lastly, Connie M-B handed out bios of Speakers to each Board Moderator.

- 3. Other: Connie M-B has researched the Biltmore pricing and accommodations to see if we want to move CAPCA after our contracts expire with GPI. She stated a bus will be required to go from the rooms to the speaking/exhibitor space and the Biltmore cannot accommodate walk-ins. Rhonda T. asked Connie M-B to look into more government rooms being made available during CAPCA as she has more people attending then the number of rooms. Connie M-B asked for input on dates for the 2021 April meeting (options were last week in March through third week in April). It was agreed that the second week in April was best.

V. Committee Updates

- A. Finance (Jessie King): Nothing to add other than the fact that the internal audit was done in March. She deferred to Kevin N.'s earlier report on this.
- B. Governance (Rich Weber): Refund Policy was handed out to Board Members. There are 3 Categories of registrants for which the policy applies: (1) Exhibitors (Booths); (2) Conference Attendees and (3) Spouses/Guests. The CAPCA staff uses its discretion to review requests for refunds for cancellations (i.e. if for cause like a death or illness). The policy allows for full refunds (less small administrative fee) for cancellations before a certain deadline and transferring of registrations. Comments were made to the policy after discussion. Beth P. and Rich W. will work on the draft policy given the comments and bring back to the Board for vote at the next Board meeting. Rich W. requested the Secretary send the 5 year plan to Board to discuss on April 12, 2019.

- C. Membership and Marketing (*Randy Taylor*): *Randy T.* stated there currently is no plan so he will need time to meet with the committee and come up with a plan. Survey monkey all ready to go. At the recent Board meeting, we decided to add a question: "How was your overall experience? What can we change to make your experience better?". This has been added. There will be a link to survey monkey on app and website. Attendify App is ready. It will have 3 floating Ads linked to the sponsor webpage, He is adding the program ad and at Jenny T.'s request, information about the cornhole YP event on Wednesday Night of the spring conference. It was agreed that after looking at Agenda, Board needs to reconsider where to put recognition of in-kind sponsors (not on conference schedule page?)

- D. Young Professionals Committee Update (*Katelyn McIntosh*): A social event was held in Greenville at 13 Stripes Brewery. It was very well attended and about half of attendees were 1st timers. Jessie K. was there as the Board representative. A YP Committee has been formed. The YP committee is prepared for the Spring Conference Wednesday Luncheon. There will be introductions and a fun activity. The YPs will be hosting the cornhole social on Wednesday night of the Spring Conference with TRC providing the music and TORA providing the kegs. There will be games in addition to cornhole and the weather will be great.
 - 1. Summer Social : Will be in Charlotte, NC; YP are putting advertisement on LinkedIn for sponsors today.
 - 2. Social Media Updates: Katelyn M. reported she has posted things on LinkedIn and will continue to do so. She encourages Board members to like the LinkedIn posts.

VI. Other Business

- A. Survey Monkey (*Randy Taylor*) - Already discussed by Randy T. during Membership. No further discussion had.

- B. Mobile App (*Randy Taylor*) – Already Discussed earlier in meeting. No further discussion had.

VII. Closed Board Meeting

- A. Planned – Mike A. made a motion to go into executive session to discuss contract issues. Kevin N. seconded the motion. The motion passed and the Board went into executive session at 10:31 am.

VIII. Future Board Meeting & Schedule

- A. The next Board meeting will be April 12, 2019 immediately after lunch.

IX. Adjourn

At around 11:02 am, Kevin N. moved to adjourn the Board Meeting. Rich W seconded. Motion passed.