



CAPCA BOARD OF DIRECTORS MEETING
 Meeting Minutes
 August 6, 2016
 Hilton Hotel
 Myrtle Beach, SC

Board Members	Role	Present	Absent
Dale Overcash	President	X	
Ross Smith	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Myra Reece	Secretary	X	
Mike Abraczinskas	2 nd Year Director	X	
Duane Mummert	2 nd Year Director	X	
Briggs Hamilton	1 st Year Director	X	
Kevin Nesbitt	1 st Year Director	X	
Beth Partlow	Past President	X	
Staff Members	Role		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	

<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Carl Burrell	Planning/Arrangements/Events	X	
Max Justice	Governance		X
Penny Mahoney	Membership & Marketing		X
Fern Paterson	YP / Membership & Marketing	X	
Randy Taylor	YP/Membership & Marketing/Governance		X
Bill Lane	Finance/Program Planning		X
Sheila Holman	Governance		X
Mark Hawes	Governance		X

I. President’s Comments (*Dale Overcash*)

CAPCA Board of Directors meeting called to order by President Overcash at 11:07 A.M. (with a lunch break from 11:50 A.M. to 1:00 P.M.)

- a. Welcome
 President Overcash welcomed board members.

II. Secretary’s Report (*Myra Reece*)

- a. Review / Approval of Minutes from June 25, 2016 Board Meeting

Draft minutes for the June 25, 2016 Board of Directors meeting were distributed by Secretary Reece. Corrections were suggested for the *Membership and Marketing Committee* summary. Beth Partlow made a motion to approve with suggested corrections and the motion was seconded by Ross Smith. All members of the Board voted in favor of the minutes.

III. Treasurer's Report *(Rich Weber)*

a. Review of Current Financial Status

A summary of CAPCA financial documents was emailed to board members before the August board meeting. CAPCA balance sheet through July 31, 2016; Quarterly Balances 2013 through 2016-Q2; and the July 15, 2016 Vanguard Statement were reviewed. Overall, the CAPCA organization remains in good financial standing.

b. Contributors Update

A list of contributors was distributed. No contributions received since the June Board meeting. Still short of our goal of \$25,000. Additional focus is needed on contributors - Connie to send Mad Mimi blast to membership summarizing Contributor opportunities.

IV. Fall 2016 Conference Overview *(Ross Smith)*

a. Program (Ross Smith)

Reviewed draft agenda - confirmed speakers and information due to Ann by September 1. Email addresses for speakers need to be sent to Connie.

b. Registration (Connie McElroy-Bacon and Ann Daniel)

Registration is open and people are registering. 75 people have pre-registered so far.

c. Contributors/Exhibitors (Ann Daniel and Connie McElroy-Bacon)

46 exhibitors are currently reserved for Fall 2016 conference (72 total spaces available)

d. Arrangements (Connie McElroy-Bacon)

1. Thursday Theme : Rock and Roll with Elvis in the 50's theme is coming together. (Elvis impersonator, hula hoop contest, ice cream soda bar,
2. Parking/Internet: Parking will be free. Internet will be free in rooms but not in the meeting space.
3. Gifts/Other: Several options were considered - fall gift will be a shoe bag with CAPCA logo.

V. Committee Updates

- a. Finance Committee (Bill Lane)
 - i. Update on Investments (Bill/Rich)
Covered in Treasurer's Report
 - ii. Update on NC Secretary of State Registration (Bill)
Governance Committee has been discussing the requirement to update registered agent every year and linking to the duties of the President. (Can not use the CAPCA address - will use the President's physical home or work address). Will ask Sheila to update CAPCA board member manual. Governance Committee to discuss **when** this update and other documents will be updated on an annual basis. (Could handle in April when signing Form 990). Will file next week.
- b. Governance Committee (Beth Partlow)
 - i. Succession Plan for CY 2017 (Beth)
Succession plan strategy has been challenging since Treasurer 2-3 year rotation was changed - this year we have two 2nd year directors who are interested in remaining on the board. Leadership for consideration:
President: Ross Smith
Vice President: Rich Weber
Treasurer: Bill Lane
Secretary: Duane Mummert
2nd Year Directors: Kevin Nesbitt, Briggs Hamilton
1st Year Directors: Need 2 (suggestions?)
Finance Committee Chair: Myra Reece
YP Committee Chair: Mike Abraczinskas
- c. Membership and Marketing Committee (Connie McElroy-Bacon)
 - i. 50th Anniversary Update
Discussing potential themes for 50th anniversary celebration at the Hilton/Myrtle Beach. Can take festivities out on the beach - Luau theme with fire dancers, etc...
 - ii. Attendify
Everyone excited about using Attendify at our fall conference. A reminder for all board members to download app and picture soon. Will promote app - Mad Mimi blast.
- d. Young Professionals Committee Update (Fern Paterson)
Continue to have success with YP strategies. Will continue with lunch, 3 speakers scattered throughout the program and the corn hole tournament.

Fern's leadership term is ending - had 2 potential volunteers to replace Fern. Will have a leader soon and will introduce new YP representative at the fall conference board meeting.

VI. Other Business

Discussed future board meeting agenda items (Records retention; review of 5 year strategic plan goals and objectives; audit results improvement recommendations)

VIII. Closed Board Meeting
None

IX. Future Board Meeting & Schedule

The next Board meeting will be **October 12, 2016** at the Hilton in Myrtle Beach.

X. Adjourn

Upon a motion by Ross Smith and a second by Beth Partlow, the meeting adjourned at 1:47 p.m.