



CAPCA BOARD OF DIRECTORS MEETING
AGENDA
 October 14, 2015
 Hilton Hotel
 Myrtle Beach, SC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Beth Partlow	President	X	
Dale Overcash	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Ross Smith	Secretary	X	
Myra Reece	2 nd Year Director	X	
Bill Lane	2 nd Year Director	X	
Mike Abraczinskas	1 st Year Director	X	
Duane Mummert	1 st Year Director	X	
Randy Taylor	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>		
Sheila Holman	Past President	X	
Mark Hawes	Past President	X	
Carl Burrell	Planning/Arrangements/Events	X	
Max Justice	Governance	X	

Penny Mahoney	Membership and Marketing	X	
Fern Paterson	YPG / Membership and Marketing	X	

I. President's Comments (*Beth Partlow*)

Meeting called to order by President Partlow at 8:00AM.

a. Introductory comments

President Partlow welcomed Board members and other participants,

b. Discussion of housekeeping matters for opening remarks Wednesday and Thursday

President Partlow, Vice President Overcash, and meeting participants discussed information to be addressed during the beginning of each daily session and throughout the conference.

II. Secretary's Report (*Ross Smith*)

a. Review / approval of minutes from August 8, 2015, board meeting.

Motion was made by Dale Overcash and seconded by Randy Taylor to approve the August 8th meeting minutes – motion passed.

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

a. Review of current financial status

Rich Weber briefly reviewed the current financial status of the association. He referenced the Treasurer's Report that was distributed October 10th via email. Rich noted that the financial status will be adjusted subsequent to the fall meeting and associated expenditures.

The Board had a brief discussion related to contributions that are currently \$1,250 below budget, but with some additional contributions anticipated in the near future.

b. Update on 2015 CAPCA budget

Rich Weber referenced the Treasurer's Report that was distributed October 10th via email. Ann Daniel stated that some additional funding for the Fall 2015 meeting is anticipated.

IV. Fall 2015 Conference (*Dale Overcash*)

a. Program update (*Dale Overcash*)

Dale Overcash reviewed the program and agenda for the Fall 2015 meeting. He stated that development of this program had been challenging with several recent changes in presenters and assignments. Some of the adjustments have been associated with the recent flooding conditions in South Carolina.

The Thursday morning agenda has been adjusted due to speaker availability and potential discussion topics.

Dale distributed assignments for computer monitoring during the question and answer periods of each session.

The gmail account has been set up.

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

340 individuals have pre-registered for the Fall 2015 conference (ten less pre-registrations year over year).

81 registrants indicated as first or second year participants.

A record number of individuals registered on-line for the conference.

31 individuals have registered as Young Professionals.

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

64 exhibitor booths have been reserved (62 paying exhibitors with North Carolina and South Carolina exhibits). Exhibitor booth capacity is 72.

d. Board representation at exhibitors' meeting

President Partlow, Vice President Overcash, and Penny Mahoney plan to participate in the exhibitors' meeting on Friday morning at 9:00AM.

e. Arrangements (*Connie McElroy-Bacon*)

1. Thursday Theme

Fall 2015 theme – Oktoberfest

Jimmy Graves has expressed interest to have his band provide music for Wednesday night of the 2016 Spring conference in Asheville. The Board agreed to this proposal. Connie will contact Mr. Graves.

Fall 2016 proposed theme – Elvis, etc. (local talent has been identified)

2. Parking/Internet

Parking is free to participants, including both those lodging at Hilton properties and participants lodging off site.

Internet access is free to all participants.

3. Gifts / Other

Tumblers will be distributed to participants at the Fall 2015 conference.

Pens and post-it notes are available as remaining inventory from the AWMA conference.

There will not be a “game” associated with the exhibitors during the Fall 2015 conference.

f. Security/monitoring of events for unregistered participants

Ann and Connie will monitor for unregistered participants at the Fall 2015 conference functions.

There are some on line registrations that did not pay for spouses or other accompanied guests.

g. Surveys for Fall meeting

Randy Taylor will prepare and facilitate the survey via Survey Monkey. Some questions will be added or edited as appropriate. A \$50 Visa card and a \$25 Grove Park Inn gift card will be offered for a drawing of survey participants.

V. Committee Updates

a. Finance Committee (*Bill Lane*)

Investment policy development is underway, with plans for presentation at the December 2015 CAPCA Board of Directors meeting.

b. Governance (*Randy Taylor*)

Max Justice reported that the U.S. Patent and Trademark Office (PTO) has completed their review of the CAPCA application. Class 41 (education services) has been included with Class 35 (associations). The PTO asked for historical usage of the CAPCA name and logo. In addition, the PTO requested clarification indicating that CAPCA was not seeking exclusive use of “organized in 1969” or the design of the state boundaries. Completion of the process by the PTO is expected by the end of 2015.

Nominating Committee 2016 officer recommendations: The slate of nominees has been submitted to President Partlow. Nominees include recommendation for 1st Year Directors Briggs Hamilton and Kevin Nesbit. The nominations will be presented for a vote at the association meeting on October 16th.

c. Membership and Marketing (*Penny Mahoney*)

Leo has requested to provide a 5-minute summary of the AWMA conference. The Board agreed to provide this time at 1:30PM on Thursday of the Fall 2015 conference.

Information announcing the CAPCA conference was forwarded to listed associations.

The Board discussed favorably for participating as an exhibitor during the South Carolina environmental conference in March 2016.

Letters from the North Carolina and South Carolina agency directors were distributed to permitted facilities announcing the CAPCA conference and encouraging participation.

d. Young Professionals Committee Update (*Fern Paterson/Randy Taylor*)

Young Professionals events during the 2015 Fall CAPCA conference include a technical session, corn hole tournament, and a networking session. 31 individuals have registered to participate.

VI. Other Business

Red Cross donations for South Carolina flooding impacts: Appreciation acknowledgements to Sheila Holman for the idea and Bill Lane for coordinating the donation project. A slide with the link will be provided in the slide deck for the conference. The donation site will remain open after the conference with closure planned for the end of November 2015. A reminder of the donation opportunity will be included in the survey announcement. An email with thanks for participants and encouragement for others will be distributed to the extended mailing list.

VII. Closed Board Meeting – N/A

VIII. Future Board Meeting & Schedule

- a. The next Board meeting will be October 16, 2015, at the Hilton in Myrtle Beach immediately following the CAPCA business meeting and lunch.

IX. Adjourn

By motion of Bill Lane and second by Dale Overcash, President Partlow adjourned the meeting at 9:19AM.