



CAPCA BOARD OF DIRECTORS MEETING
February 9, 2013
Grove Park Inn
Asheville, North Carolina

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on February 9, 2013. The meeting was called to order by President Sheila Holman at 12:48 p.m. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Sheila Holman	President	X	
Randy Taylor	Vice President/Program Director	X	
Renee Shealy	Treasurer	X	
Beth Partlow	Secretary	X	
Duane Mummert	2 nd Year Director	X	
Dave Overcash	2 nd Year Director	X	
Ross Smith	1 st Year Director	X	
Barbara Dankmyer	1 st Year Director	X	
Mark Hawes	Past President	X	
Max Justice	Past President	X	
<u>Staff Member</u>			
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
<u>CAPCA Committee Members</u>			
Rich Weber	Finance	X	
<u>Guests</u>			
None			

I. President's Comments (*Sheila Holman*)

President Holman distributed the agenda.

- (a) New Board Members Ross Smith and Barbara Dankmyer signed confidentiality agreements. Confidentiality agreements for other Board members are on file.
- (b) Beth Partlow and Max Justice updated the Board on contracts with the Hilton Hotel for 2016-2019. Past President Mark Hawes signed the Hilton contracts in December 2012. Contracts for CAPCA meetings through 2018 have been signed with the Grove Park Inn, although contracts for Board meetings go only through 2013. The Board discussed retention of hotel contracts, and President Holman recommended an agenda item for the April meeting to discuss a general records retention policy.
- (c) Past President Max Justice updated the Board on CAPCA's insurance policy, which is required by the Hilton contracts.

II. Secretary's Report (*Randy Taylor*)

Randy Taylor distributed the meeting minutes from the December 8, 2012, board meeting, and several corrections were made. Renee Shealy, seconded by Dale Overcash, made a motion to approve the corrected minutes. All members voted in favor of approval.

III. Treasurer's Report (*Renee Shealy*)

Renee Shealy reported that the organization is in good financial standing. The latest profit and loss statement was e-mailed to all Board members.

IV. Conference Approval

- (a) The Board approved April 17-19, 2013, for the Spring Conference and October 16-18, 2013, for the Fall Conference.
- (b) The Board approved budgets of \$135,150 for the Spring Conference and \$126,350 for the Fall Conference.

V. Spring 2012 Conference

- (a) Program Update (*Randy Taylor*)

Randy Taylor reported that most speakers are confirmed, and some program changes have been made. Symposiums will begin at 5:30 on both Wednesday and Thursday nights, with the Thursday night drawing at 6:30 to allow attendees to leave the hotel for dinner if they choose.

- (b) Contributors and exhibitors (*Ann Daniel, Connie McElroy-Bacon and Randy Taylor*)

We have \$5250 in CAPCA contributions to date, with eight exhibitor's booths reserved for the spring meeting and seven booths reserved for the fall meeting. One exhibitor inquired about reserving a hospitality suite during the CAPCA meeting, and the Board expressed concern that the suite not be open while the Exhibit Hall is open. Sheila Holman will contact the exhibitor.

- (c) Registration (*Connie McElroy-Bacon*)

Connie reported that 100 people are registered for the spring meeting. Connie is working with EventBrite to create one screen for registration and dues. Connie will also communicate to speakers that they are allowed to bring one guest at no cost.

- (d) Arrangements

1. Parking: Connie will note Grove Park parking fees in the e-mailed MadMimi communication about the meeting.
2. Internet: will be provided at the Grove Park at no charge. (No resort fee will be charged to CAPCA registrants.)
3. Other issues: Connie reported on problems with our web hosting company. Andrew has found another comparably priced host. Connie proposed that she and Ann work with Andrew on a cost estimate for putting vendor registrations on line by January 2014. Connie reported that efforts to contain costs for food and beverages at the Grove Park are working well. We will use the exhibitor "dance card" for the drawing on Thursday night at the spring meeting; prizes will be two golf times and a weekend at Ocean Creek.

- (e) Gifts/other: Connie presented ideas, and the board voted for the larger umbrella, with the smaller umbrella a second choice. The gift at the fall meeting will be a stadium blanket.

VI. Committee Updates (including Committee Members & 2013 priorities)

- (a) Committee Assignments for 2013

The list of committee assignments was distributed with the board agenda. Sheila asked Max Justice and Penny Mahoney to remain on the

Governance Committee and Membership and Marketing Committee. Sheila asked for feedback on ideas for the membership and marketing committee, particularly on fostering CAPCA's relationship with SCMA and NCMA and engaging new members.

(b) Governance (*Max Justice/Mark Hawes*)

Randy Taylor described a mobile app for the CAPCA agenda, which URS is planning to develop. The Board agreed an entity that wanted to develop an app could do so, but the Board needs a policy on when the CAPCA logo may be used. The Board also discussed updating the CAPCA logo.

(c) Membership and Marketing (*Penny Mahoney*)

Sheila stated that Penny requested ideas from the board on activities for the committee.

(d) Finance and Contributions (*Rich Weber/Randy Taylor*)

The Finance Committee approved the budget, which projects net income of about \$9000 this year. The budget was distributed, and the board will vote on it at the April meeting. The Committee made changes to contributor opportunities at meetings: lanyard sponsorship will be \$1000 (CAPCA will purchase the lanyards); water station sponsorships will be \$250/day. Contributor opportunities will be posted on the web site and communicated via MadMimi. Contributor levels and sponsorship recognition will remain the same. We expect to recognize cost savings from distributing attendee lists and membership directories electronically. The Finance Committee will meet at the Trinity office in Raleigh on March 20, 2013, for the 2012 financial audit.

VII. Other Business

Sheila presented a proposal from the Air and Waste Management Association for collaboration on AWMA's 2015 annual conference, which is scheduled for Raleigh, NC. Sheila assigned consideration of the proposal to the Membership and Marketing Committee, and the Board agreed to decide in April whether to pursue the proposal.

VIII. Closed Board Meeting

There was no Closed Board meeting.

IX. Future Board Meetings & Schedule

The next Board meeting will be held at 8:30 a.m. on April 17, 2013, at the Grove Park Inn. Connie requested feedback on June 1 or 15 for the Board meeting in Myrtle Beach.

X. Adjourn

Mark Hawes, seconded by Renee Shealy, moved to adjourn. The meeting adjourned at 2:54 pm.

Respectfully Submitted,

Elizabeth B. Partlow
Secretary