



CAPCA BOARD OF DIRECTORS MEETING
April 17, 2013
Grove Park Inn
Asheville, North Carolina

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on April 17, 2013. The meeting was called to order by President Sheila Holman at 8:48 a.m. The following were present at the meeting.

<u>Board Members:</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	
Dale 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	
Penny Mahoney	Past President	X	
<u>Staff Members:</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	
<u>Guests</u>			
None			

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

President Holman distributed the agenda.

- (a) Sheila discussed proposed opening remarks for Thursday, including (1) a reminder that only persons with badges will be admitted to the Symposium; (2) a statement that anyone disturbed by ongoing hotel renovations should contact the front desk; and (3) a recognition of new members. Sheila distributed copies of the program, a document listing recipients of the CAPCA president's award, and the financial policies and procedures. The latter two documents should be included in Board members' manuals.

II. Secretary's Report (*Beth Partlow*)

Beth Partlow distributed the meeting minutes from the February 9, 2013, Board meeting, and several corrections were made. Dale Overcash, seconded by Randy Taylor, 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. Renee noted that a copy of the 2012 tax return was e-mailed to all Board members with an opportunity to comment. No comments were received. Renee noted that CAPCA will celebrate its 45th anniversary in 2014 and that the Board should begin planning and budgeting for the celebration. Sheila Holman referred the matter to the membership and marketing committee for recommendations.

Renee reported on the 2012 audit. The audit committee (Randy Taylor, Renee Shealy, Ross Smith, Dale Overcash, and Rich Weber) met yesterday from 1-5 p.m. Records for the audit were better organized than in past years, but the audit committee made several recommendations for improvement. Rich Weber will summarize the recommendations at the June Board meeting.

IV. Spring 2013 Conference

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

Several items on the agenda were changed because of speakers who had to cancel, but all sessions are covered.

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

Ann Daniel reported that 48 of 51 exhibitors' booths were occupied, with 46 occupied by paying exhibitors. (DHEC and the North Carolina local program are the two non-paying exhibitors.) CAPCA has collected \$19,000 in contributions, with \$500 more expected.

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

Connie stated that 367 attendees have preregistered, which is the same number as last year although there are fewer attendees from DENR and DHEC. More guests have registered than in previous years.

- (d) Arrangements

- (1) Parking policies at the Grove Park have changed again, but CAPCA will continue to have rates better than posted rates. Parking fees for outside parking will be waived, and the garage parking fee will be \$10 (rather than \$12).
- (2) The Grove Park will continue to waive the resort fee, and internet access will remain free.
- (3) The Board discussed whether to assign responsibility for surveys to the Membership and Marketing Committee, but decided to leave responsibility with the Vice President as program chair. Connie will send the survey through CAPCA's Mindspring account.

- (e) Gifts/Other

Connie reported that our gift vendor, CMG, has asked us to complete a credit application for orders over \$1000.

V. Committee Updates

- (a) Governance (*Max Justice/Mark Hawes*)

The committee will meet on potential candidates for next year's Board. The committee has been working on the new CAPCA logo and suggested that the Board identify its top three choices of the options Mark distributed. The final logo will be chosen by an e-mail survey of the membership. Max noted that we need a trademark search and action to protect the logo once chosen.

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

The committee held a conference call and continued its outreach to other organizations, including SCMA, NCMA, the Charlotte Chamber, and the Spartanburg Chamber. The committee suggested some recognition of new members on name badges and proposed working with the vice president on the post-meeting survey. The committee is also prepared to assist if the Board decides to participate in the AWMA meeting in Raleigh in June 2015.

(c) Finance and Sponsorship (*Rich Weber/Randy Taylor*)

Comments on the 2012 audit were presented in the Treasurer's Report.

VI. Other business

(a) Sheila discussed the proposed collaboration with AWMA for its June 2015 annual meeting in Raleigh. One technical session will likely cover air issues in the Southeast region. AWMA has offered a free booth for CAPCA. Renee Shealy made a motion, seconded by Mark Hawes, that CAPCA proceed with the collaboration proposal. All members voted in favor of approval.

(b) Connie McElroy-Bacon discussed the Grove Park's proposed contracts for 2019 and 2020. Following a discussion, the Board asked Connie to respond with several counterproposals.

VII. Closed Board Meeting

There was no closed Board meeting.

VIII. Future Board Meetings and Schedule

The next Board meeting will be April 19, 2013, at the Grove Park Inn beginning immediately after lunch.

IX. Adjourn

Renee Shealy, seconded by Mark Hawes, moved to adjourn. The meeting adjourned at 10:39 a.m.

Respectfully Submitted,

Elizabeth B. Partlow
Secretary