



CAPCA BOARD OF DIRECTORS MEETING
MEETING MINUTES
 October 12, 2016
 Hilton Hotel
 Myrtle Beach, SC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
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	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Kristi Grigg	Accountant	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 was called to order by President Overcash at 8:32 a.m.

- a. Introductory comments – *The board discussed travel conditions following Hurricane Mathew and noted that there was minor flooding but not many issues on the major routes to Myrtle Beach. There was some concern conditions may deteriorate through the week.*
- b. Discussion of housekeeping matters for opening remarks Wednesday, Thursday, and Friday – *The board reviewed Dale Overcash's notes for the conference and discussed what Ross Smith should review before the opening session.*

II. Secretary's Report (*Duane Mummert*)

- a. Review / approval of minutes from August 6, 2016, board meeting -- *Minutes were reviewed and approved by the Board.*

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

- a. Review of current financial status – *Rich commented that CAPCA is in good financial standing.*
- b. Update on 2016 CAPCA budget – *The budget will be reviewed at the December board meeting once the fall conference meeting expenses are paid. Registration and contributors were slightly below budget for the fall meeting.*

IV. Fall 2016 Conference (*Ross Smith*)

- a. Program update (*Ross Smith*) – *Ross reviewed the program and the necessary changes need to accommodate Don v. and John E. not being able to attend. Fern Patterson is going to fill in for Don v. and Bill Lane is going to fill in for John E. All other speakers were confirmed for the conference.*
- c. Registration and volunteers (*Ann Daniel and Connie McElroy-Bacon*) *Connie commented that they have a full staff of volunteers. There are approximately 340 attendees registered. There were 15 cancelations with most moving their registration to the Spring 2017 conference.*

- d. Contributors / exhibitors (*Ann Daniel and Connie McElroy-Bacon*) *Connie commented that there are 64 registered vendors with only one cancelation due to the inability to get booth supplies to the conference.*
- e. Board representation at exhibitors' meeting – Dale Overcash and Ross Smith are planning to attend the exhibitors' meeting.
- e. Arrangements (*Connie McElroy-Bacon*)
 - 1. Wednesday Evening
 - 2. Thursday Evening Theme
 - 3. Parking/Internet
 - 4. Gifts / Other*Connie reviewed all the arrangements and everything is in order.*
- f. Security/monitoring of events for unregistered participants – *Ann Daniel and Connie McElroy Bacon* have volunteers to monitor the events.
- g. Surveys for Fall meeting – *Randy Taylor* will issue the survey a week after the conference.

V. Committee Updates

- a. Finance Committee (*Bill Lane*) – *Rich Weber* had no additional comments.
- b. Governance (*Beth Partlow*)
 - Nominating Committee 2017 officer recommendations
Beth reported that the CAPCA Nominating Committee recommends the following slate of officers and directors for CAPCA in 2017:

Past President – Dale Overcash
President - Ross Smith
Vice President – Rich Weber
Treasurer – Bill Lane
Secretary – Duane Mummert
Second Year Director – Briggs Hamilton
Second Year Director – Kevin Nesbitt
First Year Director – Melvin Stroble
First Year Director – Jessie King
- c. Membership and Marketing (*Penny Mahoney*) *No update*
- d. Young Professionals Committee Update (*Fern Paterson/Randy Taylor*)
Fern announced Blair Axley with Arauco as the new Young Professional (YP) leader. The board discussed the need to have a CAPCA Board

member associated with the committee and Mike Abraczinskas will serve in a mentoring role. Fern will draft a job description for the role of YP Leader and the Board will review in December. The Board discussed and agreed to a term limit of 2 years for the YP leader role.

VI. Other Business

- a. Exhibitor Feedback from NCMA – Dale Overcash -- *Preston Howard commented that there is less attendee foot traffic at the fall conference due to the location of the vendors and the easier access to rooms and the beach. The Board did not see any real issues and noted a larger vendor turnout at the fall conference. Board members were encouraged to visit with the vendors.*
- b. A Vendor Request to Provide Audiovisual Services – Dale Overcash – *A CAPCA vendor made a request to provide a quote to provide audio visual services at a future CAPCA meeting. The Board did not want to entertain any quotes at this time.*
- c. Other Venues for CAPCA Meetings – Dale Overcash and Connie McElroy-Bacon – *Harris Cherokee Casino made a request that CAPCA consider their facilities for a future meeting. The Board declined their request.*
- d. Review of the 5 Year Plan Goals and Objectives – *The 5 year plan was distributed to board members and briefly reviewed. It was noted that the Board is making progress on many areas of the plan.*
- e. Finance Software Update – Rich Weber – *The update is complete and operating well.*
- f. Audit Results Recommendations from March 18, 2016 – Bill Lane/Rich Weber
Rich commented that there were three recommendations for the audit.
 1. *Expense Accrual*
 2. *Record Retention*
 3. *Coding expenses**All three recommendations have been addressed.*
- g. Records Retention – Beth Partlow -- *Beth is working on a record retention policy. Rich and Kristi are using a drop box for CAPCA financial documents.*
- h. Kilpatrick Townsend Pro Bono Engagement – Dale Overcash – *Dale Overcash presented a letter prepared by Bill Lane requesting that Kilpatrick Townsend be allowed to conduct Pro Bono work for CAPCA. The Board discussed any conflicts of interest that may result from signing the letter and*

determined none existed. The Board agreed to finalize at the October 14, 2016 Board meeting.

VII. Closed Board Meeting

No meeting was required.

VIII. Future Board Meeting & Schedule

- a. The next Board meeting will be October 14, 2016, at the Hilton in Myrtle Beach immediately following the CAPCA business meeting and lunch.

IX. Adjourn

Upon a motion by Kevin Nesbitt and a second by Briggs Hamilton, the meeting was adjourned at 10:55 a.m.