



CAPCA BOARD OF DIRECTORS MEETING
MINUTES OF June 19, 2020
Conference Call

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Bill Lane	President	X	
Kevin Nesbitt	Vice President/Program Chair	X	
Jessie King	Treasurer	X	
Mike Abraczinskas	Secretary	X	
Rhonda Thompson	2 nd Year Director	X	
Khalid Alnahdy	2 nd Year Director	X	
Tim Agner	1 st Year Director	X	
Ruth Albright	1 st Year Director	X	
Duane Mummert	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
Terri Bacic	Registration		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Dale Overcash	Marketing/Governance		X
Carl Burrell	Marketing/Arrangements/Events		X
Rich Weber	Governance		X
Ross Smith	Governance		X
Nathan Daniel	Young Professionals		X
Katelyn McIntosh	Young Professionals		X
Randy Taylor	Marketing		X
Beth Partlow	Marketing/Governance		X
Penny Mahoney	Marketing		X

I. President's Comments (Bill Lane)

- a. Call to Order – President Bill Lane called the meeting of the CAPCA Board members and staff to order at 1:02 pm.
- b. Introductory Comments – Bill L. welcomed everyone to the conference call and provided an overview of the agenda that is focused on considerations of the fall 2020 conference.

II. Review of Minutes (Mike Abraczinskas, Secretary)

Mike A. presented the minutes of the February 8, 2020 & March 13, 2020. Board meetings and they were reviewed by the Board. There were no edits. Tim A. moved approval of both sets of minutes. Jessie K. seconded. The motion passed.

III. Financial Report (Jessie King, Treasurer)

An overview of CAPCA's finances was provided by Jessie K. Despite it being an unusual year without the Spring 2020 Conference due to the impacts of the COVID-19, the organization remains in good financial standing. Jessie explained that Randal Cooper will handle the organization's tax filing for the same cost as what CAPCA has paid in the past. Jessie will produce a revised budget taking into consideration potential pathways for the Fall Conference and present that at an upcoming meeting.

IV. Status of COVID-19

- a. Government Health Guidelines – Current health guidelines for both NC & SC were briefly discussed with the caveat of not knowing what the guidelines may look like by the Fall Conference.
- b. Travel restrictions – It was noted that some employers continue to have travel restrictions in place. Some have extended those indefinitely. It was noted that USEPA is not doing any in-person meetings or travel for the remainder of 2020. Public and private sector budgets are stressed, leaving travel budgets depleted (even if there were no health-based travel restrictions in place). Overall, the Board agreed that the current situation and unknowns make planning for the Fall Conference very challenging for Board members, speakers, exhibitors and attendees. It was noted that other conferences scheduled for the fall are making decisions to fully cancel or go fully virtual.

V. Considerations for Fall 2020 Conference

- a. Attendees/speakers/exhibitors– The Board discussed the excellent agenda from the cancelled Spring Conference that can be carried forward to the Fall Conference. If a decision is made to have the Fall Conference, regardless of format, the Board agreed that all or portions of the Spring Conference agenda/speakers could be used.
- b. Hotel issues – Bill L. and Connie discussed the current status of the organization's contract with the Hilton with respect to the Fall Conference. The status of the hotel was shared with the Board. The contract will be

reviewed further by Bill L. and Jessie K. and discussed at the next Board meeting.

- c. Projected costs and budget impacts – It was acknowledged this is an area that needed further work. Jessie K. is going to work on a revised budget taking into consideration several potential pathways for the Fall Conference.
- d. Alternative conference approaches – The Board discussed a variety of approaches including: all in-person; partial in-person, partial virtual; all virtual. A shorter virtual conference was also discussed as it can help keep the CAPCA brand alive and bridge the organization to the Spring 2021 Conference. Potential virtual platforms would have to be explored and the associated costs, as well as an appropriately scaled attendee fee.
- e. Member survey – The prospects of a member survey was discussed but it was agreed that we need to wait until perhaps August to do such a survey because of the dynamic changes that occurring weekly with respect to the pandemic in NC & SC.

In summary, the Board agreed that there was a need to continue to monitor the situation and it was premature to make a call on the Fall Conference. A Board meeting will be scheduled for mid-July to check in and discuss all elements of planning for the Fall Conference.

At 2:15pm, Jessie K. made a motion to enter a Closed Board meeting. Duane M. seconded. The motion passed and officers conducted a Closed Board meeting.

At ~2:50pm, the Board came out of the Closed Board meeting and Kevin N. made the motion to adjourn. Jessie K. seconded the motion. The motion passed and the Board meeting was adjourned at 2:51pm.