



**CAPCA BOARD OF DIRECTORS MEETING
MINUTES**

October 24th, 2018

Hilton Myrtle Beach, Myrtle Beach, SC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Rich Weber	President	X	
Duane Mummert	Vice President/Program Director	X	
Bill Lane	Treasurer	X	
Kevin Nesbitt	Secretary	X	
Mike Abraczinskas	1 st Year Director	X	
Jessie King	2nd Year Director	X	
Melvin Stroble	2nd Year Director	X	
Barbara Sease	1 st Year Director	X	
Ross Smith	Immediate 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
Terry Bacic	Registration	X	
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Dale Overcash	Marketing Governance Committee	X	
Carl Burrell	Marketing/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership & Marketing		X
Jenny Tang	YP / Members & Marketing	X	
Katlyn McIntosh	YP	X	
Randy Taylor	Marketing/Governance	X	
Beth Partlow	Marketing/Governance	X	
Myra Reece	Finance/Program Planning	X	

I. President's Comments (*Rich Weber*)

A. Housekeeping Issues for Opening Comments -Rich Weber called the meeting to order at 8:35AM. Rich indicated Duane is kicking off the sessions with slide to show a conference overview. Rich mentioned the nominations for new BOD members, Max and Dale will handle the slate. Beth asked regarding sign, Connie mentioned there are plenty. Randy said a gift card is available with the for App use. Dale mentioned a weekend was giving away at the last conference. Connie has two 2 night stays available. Randy would be working on the app. Connie stated they need to be there to claim. Randy mentioned the drawing would be sometime Thursday and you need to be present to claim.

II. Secretary's Report (Kevin Nesbitt)

A. Review / Approval of Minutes from August 4th, 2018 Board Meeting

Kevin presented the minutes for the meeting, comments were made and noted. , Jennie King made a motion Mike A 2nd and the BOD voted to accept the minutes with the changes.

III. Treasurer's Report (*Bill Lane*)

a. Review of Current Financial Status

Bill stated the Vanguard funds were doing well and the Taxes will need a signature. Kevin will be transitioning into Treasurer.

IV. Fall 2018 Conference

A. Program (*Duane Mummert*)

1. Duane mentioned it was difficult to get speakers and a lot of work went into it. Only one speaker of concern, and computer assignments are set. Sessions look good.

V. Contributors and Exhibitors (Ann Daniel and Connie McElroy-Bacon)

A. Ann stated we have 55 exhibitors- new ones include Claiborne Labs and added 3 more in the hall. Randy stated the logos are on the app. Connie stated attendees are at 322 with a normal 50-60 walk-ins. Rich mentioned there are 25 pre-registered for the Stack Testing 101. Arrangements for the tailgate were reviewed. Connie stated as always, parking is free and the internet is free.

VI. Committee Updates

A Finance (Kevin Nesbitt)

The internet banking policy is on deck and Kevin will transition to Treasurer.

B. Governance (*Ross Smith*) Ross mentioned the slate is ready and everybody is moving up. No update on other items, record retention etc. mentioned a few things. The retention policy is approved. Beth inquired about an internet banking policy and Bill indicated it was to prevent hackers. Melvin mentioned there are 7 criteria common and he will get that to Bill and Kevin. Dale asked to approve the slate prior to the Business meeting. Bill Lane made a motion and Mike A. 2nd. Carried. Melvin would be rotating off.

Rich mentioned the refund policy was still an open issue. A 24 hour time window would be good, up to a cut-off date. Connie mentioned dues are not transferable.

C. Membership and Marketing (*Penny Mahoney*)
- Penny not in attendance- no update

D. Young Professionals Committee Update (*Jenny Tang*)

Jenny stated the Summer Social on 9/13 went well. Turnout was about 20 people – about the same as Raleigh. Williams-Mullin sponsored- mix of older and younger attendees. Per Jenny, social media needs more effort- pics from the social on LinkedIn with pics from the luncheon. No speaker today, games to get to no people- ice-breaking and team building. Cornhole event is set.

VII Other Business

- A. Rich said the annual business meeting is set for lunch on Friday. The agenda set will discuss major activities, Bill will review the financial status and Dale will handle the election of officers. Rich said we will give out the gift card at the meeting. Randy mentioned the app is up and running. With links to website- Trinity sponsored as did Integrity Air. The interactive map is working.

VIII Closed Board Meeting

No closed Board Meeting.

IX Future Board Meeting

Next BOD meeting will be October, 26th, 2018

X Adjourn

A motion was made by Mike to adjourn and seconded by Duane and the Board voted in favor. Meeting was adjourned at 9:54 AM