



**CAPCA BOARD OF DIRECTORS MEETING**  
**09 June 2012**  
**Hilton Hotel**  
**Myrtle Beach, South Carolina**

The CAPCA Board of Directors met at the Hilton in Myrtle Beach, South Carolina on 09 June 2012. The Board Meeting was called to order by President Mark Hawes at 1:12 pm and the meeting adjourned at 4:10 pm. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Max Justice	Past President	X	
Mark Hawes	President	X	
Sheila Holman	Vice President/Program Chair	X	
Renee Shealy	Treasurer	X	
Randy Taylor	Secretary/Finance Director	X	
Beth Partlow	2 <sup>nd</sup> Year Director	X	
Rich Weber	2 <sup>nd</sup> Year Director	X	
Penny Mahoney	Past President	X	
Duane Mummert	1 <sup>st</sup> Year Director	X	
Dale Overcash	1 <sup>st</sup> Year Director	X	

<u>Staff Member</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Ann Daniel	Executive Secretary		X
Connie McElroy-Bacon	Conference Coordinator	X	

CAPCA Committee Members Present

None

Committee Represented



Guests attending Board Meeting

None

**I. President's Comments**

The agenda was approved as distributed. Mark discussed any additional general comments from the Spring 2012 meeting. The Board discussed the positive and constructive feedback from surveys. Also, the Board discussed continued efforts to reduce cost by sending electronic membership directories and the “save the date” cards. This is working well so far.

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

The Meeting Minutes from the April 18 and April 20, 2012 board meetings were distributed for final review and approval by the Board. Randy Taylor, Secretary, summarized the meeting minutes for the board and addressed some of the action items from the last meeting. While discussing the minutes, the Board discussed and agreed that at this time we do not need to spend lots of time looking for alternative locations for the Spring CAPCA meeting. A motion was made to approve both sets of meeting minutes, which was seconded, and was carried by unanimous approval by the Board.

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

a) Review of current financial status

The Treasurer reported that the organization is in good financial standing with 28 exhibitors for the Fall 2012 meeting to date. We are running behind financially as compared to last year at this time, and we may need to look at increasing registration fees. We need to discuss later in the meeting if we need to have fee increases going forward and continue to monitor closely throughout 2012. We may want to increase fees for Fall 2012 and then look at an additional increase for the Spring 2013 meeting. Rich, Randy, and Renee have been asked to review the budget closely during the summer and have these completed by December. However, we may still need to increase the fees to cover increased costs this year. We should also continue to look at other ways to reduce costs. Connie and Penny are also to look at additional ways to better communicate the conference via the web.

The Board discussed the need to increase registration fees. The Board recommended the following new registration fees for the Fall 2012 conference:

- Member Government Regulatory Agency Registration fee of \$200
- Members pre-registration fee of \$260 (up from \$235) and regular registration fee of \$300 (up from \$260)
- Nonmembers pre-registration fee of \$310 (up from \$285) and regular registration fee of \$360 (up from \$310).

There will not be a non-member government regulatory agency registration fee.

A motion was made to approve the registration fee increases. A second was made. The motion was approved unanimously.

b) Finalization of Audit (Renee Shealy and Randy Taylor)

2011 Audit will be finalized and presented at the August 25, 2012 board meeting.

c) 2011 Tax Return Preparation – Status (Renee Shealy and Max Justice)

We have an extension until August 15, 2012 for the Form 990 submittal.

Also, going forward posting job listing will be available to members only with no charge. Jobs will posted for 30 days. Nonmembers will not have an option to post because we decided that we should not charge for the service. A motion was made to approve this posting arrangement which as seconded and approved.

All wording on the website and printed materials (program, poster, etc.) for CAPCA should be changed to replace “Sponsor” with “Contributor”. Sponsor should not appear on any printed material. It was noted that we need to amend the Program and website to make Contributor Program consistent throughout.

#### **IV. Fall 2012 Conference**

a) Program update (Sheila Holman)

Sheila Holman, Vice President, indicated we had a good program meeting and session chairs have been assigned and action items are in place to further develop the agenda and obtain speakers.

b) Date for initial program details and Final Program Details

Sheila will provide topic info so that we can get a “Save the Date” e-mail out toward the end of June. There will be no printed “Save the Date” for the fall. We will have a conference call in early July to confirm speakers. We will have agenda by August 2012 board meeting.

c) Contributors and exhibitors (Connie McElroy-Bacon and Randy Taylor)

There are 28 paid exhibitors and we have a total of \$18,500 in CAPCA contributors for the year. MCIC will contribute \$500 so we will have a total of \$19,000. We should also move forward with selling the additional contributor opportunities during breaks etc. Finance Committee will get back together to discuss logistics on the new contributor opportunities at the August Board meeting.

d) Registration (Connie McElroy-Bacon)

We need to have Kristy Grigg provide an updated list of members and minimize the number of mailings. Sheila Holman does have a complete list of past presidents for us to use for a future breakfast. Connie and Kristy are working well together.

e) Registration

Internet – Internet will remain free for vendors at Hilton.

Surveys – Randy to update Survey Monkey for the August board and Connie will also review.

Gifts / Other – Connie presented some gift ideas. We will have the gift examples at August board meeting.

## **V. Committee Updates**

### a) Governance (*Max Justice*)

There was nothing new to report at this meeting.

### b) Membership and Marketing (Duane Mummert/Penny Mahoney)

Membership and Marketing – Penny Mahoney reported on activities. She presented the list of companies that have agreed to send save the date emails and/or posting a link to the CAPCA website on their organizations website.

Clemson Scholarship – Penny looked into redoing the Clemson scholarship commitment. If we renew, there are too many restrictions in the existing agreement with Clemson and we would have to reduce these restrictions. Requirements are a Sophomore, Junior, or Senior, greater 3.0 GPA, and be in engineering degree program. Board decided not to redo the agreement and leave it as it is with the same restrictions. The scholarships need to be on the agenda at each board meeting.

Ann will e-mail all vendors to see if they want to underwrite breaks, socials, etc. Ann reports that the vendor who underwrote the cookie break in the spring has paid!

### c) Finance and Donations (*Randy Taylor*)

Rich, Randy, and Renee will be working on the detailed annual budget this summer and have finalized for the Board's review at the December 2012. The draft 2011 Audit will be presented at the August 2012 meeting as well as the contributor opportunities. The Finance Committee will meet from 8 AM to 9 AM on August 25, 2012.

**VI. Other Business**

The 5 year planning “revisited” review meeting will be held August 25, 2012 at 9:30 am to noon. Randy to distribute the meeting minutes from the last 5 year planning meeting. The last meeting was April 14, 2009.

Board discussed President’s Award and Lifetime Achievement Award winners.

**VII. Closed Board Meeting**

There was no Closed Board meeting.

**VIII. Future Board Meetings & Schedule**

The next Board meeting will be 25 August 2012 at the Hilton in Myrtle Beach, SC. The following committee meetings will be held prior to the 1:00 PM Board meeting:

8:00-9:00 AM - Finance Committee Meeting

9:30-12:00 PM - Revisit the 5 year plan/Short Program Committee Meeting

12:00 – 1:00 PM - Lunch

1:00 PM Board Meeting

**IX. Adjourn**

The open Board meeting adjourned at 4:10 pm.

Respectfully Submitted,

Randall K. Taylor

Secretary