



**CAPCA BOARD OF DIRECTORS MINUTES OF  
Program Review Meeting (Hilton Hotel, Myrtle Beach) on October 15, 2021**

<b><u>Board Members</u></b>	<b><u>Role</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Kevin Nesbitt	President	X	
Jessie King	Vice President/Program Chair	X	
Mike Abraczinskas	Treasurer	X	
Rhonda Thompson	Secretary	X	
Tim Agner	2 <sup>nd</sup> Year Director	X	
Ruth Albright	2 <sup>nd</sup> Year Director	X	
Amy Marshall	1 <sup>st</sup> Year Director	X	
Deb Basnight	1 <sup>st</sup> Year Director	X	
Bill Lane	Past President	X	
<b><u>Staff Members</u></b>	<b><u>Role</u></b>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Accountant		X
Terri Bacic	Registration		X
<b><u>CAPCA Committee Members</u></b>	<b><u>Committee Represented</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Dale Overcash	Marketing/Governance	X	
Carl Burrell	Marketing/Arrangements/Events		X
Rich Weber	Governance	X	
Ross Smith	Governance	X	
Nathan Daniel	Young Professionals		X
Austen Meyer	Young Professionals	X	
Randy Taylor	Marketing		X
Beth Partlow	Marketing/Governance	X	
Penny Mahoney	Marketing		X
Mark Hawes	Governance		X
Duane Mummert	Governance		X
Melvin Stroble	Governance	X	

## **I. President's Comments (Kevin Nesbitt)**

Kevin Nesbitt called the meeting to order at 12:57pm.

Kevin Nesbitt thanked everyone for making the fall meeting a success. He thanked all exhibitors individually. The exhibitors meeting went well. Some exhibitors asked for a cash bar again.

## **II. Conference Program Review and Critique**

Final registration numbers:

- 256 attendees
- 25 walk-ins
- 19 for technical sessions
- 40 exhibitors

The program went well, with just a few AV and clicker issues. There was good feedback on all the topics covered.

Two pages of ideas for the Spring 2022 meeting were obtained during the Program Committee Meeting.

Randy Taylor will prepare the Survey Monkey evaluation to send out to attendees.

In December, we plan to review the 5-year plan and make final changes in 2022.

Officers will check Drop-box to find the latest version of the 5-year plan.

We will make sure exhibitors know that state agency employees can win door prizes, with a few exceptions.

Attendance for Young Professions Luncheon:

- 55% first time attendees
- 30% state agencies
- 50% industrial facilities
- Rest board members

Dale Overcash and Beth Partlow will lead the Governance Committee. This committee will work on the record retention policy. The latest document may be in Drop Box.

Beth Partlow volunteered to digitize documents that need to be retained.

We are still waiting for the final bill/invoice from the Hilton.

Approximately 190 members paid dues.

We will need to set the 2022 budget at the December meeting.

There was a last-minute expense for additional AV equipment.

We need to decide on date and location for the February meeting.

The program review meeting was adjourned at 1:23pm.

Executive session began at 1:25pm to discuss personnel matters.

Executive session adjourned at 1:33pm by unanimous consent.