



CAPCA BOARD OF DIRECTORS MINUTES OF
Program and Board Meeting (Crown Plaza Hotel, Asheville) on
December 4, 2021 @ 8am

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Kevin Nesbitt	President	X	
Jessie King	Vice President/Program Chair	X	
Mike Abraczinskas	Treasurer	X	
Rhonda Thompson	Secretary	X	
Tim Agner	2 nd Year Director	X	
Ruth Albright	2 nd Year Director		X
Amy Marshall	1 st Year Director	X	
Deb Basnight	1 st Year Director	X	
Bill Lane	Past President	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	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	
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

Guests Fern Paterson and Rob VanderMeiraker attended as new 1st Year Directors starting in January 2022.

Program Meeting began at 8:17am.

After a quick break, Kevin Nesbitt called the Board Meeting to order at 10:35am.

Ann Daniel joined the Board meeting.

Kevin Nesbitt commented that the Fall conference went very well. He welcomed Fern Paterson and Rob VanderMeiraker to the meeting. He again thanked Bill Lane for leading the organization through the pandemic. He thanked all members for making it a great year. The Conflict of Interest, Whistle Blower, and Confidentiality Agreement forms were distributed for signature.

The October Board Meeting Minutes were sent by email by Rhonda Thompson: Jessie King made a motion to approve the minutes; Mike Abraczinskas seconded the motion; the motion carried.

Treasurers Report – Mike Abraczinskas

Mike Abraczinskas distributed the list of contributors for 2021, budget document for 2021, balance sheet, profit and losses statements, and expense sheet.

The November bank statements were not available yet.

Mike Abraczinskas thanked Connie McElroy-Bacon, Ann Daniel, and Penny Neville for helping him put these documents together.

All bills have been paid for Fall meeting.

Mike Abraczinskas commented that we need to start working on the 2022 budget – we usually have a preliminary budget in December and finalize it in March. He will work with new Treasurer Rhonda Thompson on proposed budget for February meeting. Mike Abraczinskas suggested that we start with the 2019 budget (last year we had 2 in-person meetings) and adjust for increased cost, maybe 3-5% increase per year (add ~ 15% to 2019 costs). Four in-person board meetings need to be included in the budget. We need to include costs for souvenirs for Spring and Fall meetings. We also need to consider increasing the cost of registration and exhibitors again. It was suggested that we consider having a higher rate for Spring meetings based on higher location costs. 2019 was the last time we increased these rates. It was also suggested that we have a steady incremental increase every year instead of having large periodic jumps in the rates. Since CAPCA absorbs a lot of the on-line and credit card processing fees, it was suggested that we increase these fees to at least cover those costs. Checks also cost us fees. We also need to discuss using another registration system instead of Cvent to save costs.

Bill Lane made a motion to increase the registration fees by \$20 for all categories and increase exhibitor's booth fees by \$200 to cover processing charges and inflation; Tim Agner seconded the motion; the motion carried after further discussion.

Kevin Nesbitt suggested that a letter be sent to all members to say "thank you", emphasize that the organization's financials are in good shape despite the pandemic, and provide information about upcoming meetings. Kevin Nesbitt agreed to draft the letter for the next President, Jessie King, to send out in early 2022.

Fall Conference Wrap-up

The Survey Monkey was only sent to attendees this time (not full membership) - 29% responded – this is a good response rate. Summary of the responses:

- Most responses came from industry members.
- Most responders had > 20 years of experience.
- Need to start tracking registration from young professionals (not responding to survey) – maybe add questions to registration form about years of experience.
- 20% said it was their first CAPCA meeting.
- EPA scored higher than usual.
- SC and NC scored high.
- Question 14: Most written comments were positive.

Registration System Costs

Connie McElroy-Bacon discussed Cvent extra costs and it not being user-friendly.

Connie McElroy-Bacon recommended we start using Eventbrite (see handout for cost differences and advantages of Eventbrite). Other advantages: Attendify interfaces with Eventbrite, and Eventbrite can be used for the golf tournament.

More research is needed regarding the cap limits. Connie McElroy-Bacon will follow-up with Eventbrite. We may need a virtual meeting (or do an email vote) before the February meeting to vote on any changes to the registration system.

Attendify is increasing its cost as well (may double); we will discuss keeping it or looking for a different app at the February meeting. There were 528 “sessions” (# of times the app was accessed during the conference). We did not do the contest this year for most activity – may need to do this again and give a prize. Also, add information about the app on the break slides. Question: Can attendees send questions using the app?

The group broke for lunch at 12:00 noon.

Hotel Details for Grove Park - \$249/night. We have 40 GSA rate rooms for SC and NC government attendees. EPA can use any unused rooms. The block is already open.

The theme for the Spring meeting is the “Wild West.”

We need souvenirs for the Spring and Fall meetings; Bluetooth speakers were agreed upon for the Spring meeting. Connie McElroy-Bacon will check final price and if they have enough in stock; 400 would be ordered as soon as possible.

Hotel Contracts are in place for 2022-2024. It was suggested that another survey be sent to get feedback on other locations (outside of Asheville and Myrtle Beach); also ask how much members are willing to pay for hotel rooms. Connie McElroy-Bacon will request a proposal from Grove Park for future meetings.

The next board meeting will be at Crowne Plaza (Asheville) on February 5, 2022.

Committee Updates

Financial Audit Committee - Kevin Nesbitt, Jessie King, Ann Daniel, Connie McElroy-Bacon, Bill Lane, and Mike Abraczinskas conducted the 2019 audit on November 22, 2021.

Page 7 of the audit has recommendations including changes for retention policy. The next internal audit will be for 2021; the next external audit will be for 2023.

Governance Committee – all forms signed today; Jessie King will sign, scan and send to new Secretary (Tim Agner) to put in DropBox. Beth Partlow has reviewed the current retention policy and based on her review most of the documents being stored can be destroyed. The new Treasurer (Rhonda Thompson) and Vice President (Mike Abraczinskas) will meet to discuss what documents can be destroyed. We also need to get updated board manuals for the new board members and directors.

Membership & Marketing Committee - Penny Mahoney retired from the board; Randy Taylor and Kevin Nesbitt will co-chair this committee and work with YP committee.

It was suggested that we reach out to contributors to discuss levels; we may need more tiers. Are there other trade group membership lists we can tap into to increase attendance and contributors? Contributions subcommittee needs to have a meeting before February and make recommendations. Ann Daniel will continue her normal call to contributors in December.

YP Committee - Nathan Daniel and Austen Meyer will continue as co-chairs; Nathan Daniel has one more year to serve; Jessie King and Melvin Stroble will continue as Board Liaisons to help with the committee. The Young Professionals have confirmed sponsors for beverages during the cornhole hour.

Jessie King created and distributed a committee assignment sheet.

All agreed to get agenda topics on the webpage quickly – Mike Abraczinskas will send information to Connie McElroy-Bacon to post.

Reminder: February 5 is next Board meeting.

The Bylaws need to be reviewed and discussed regarding the number of directors and terms - only one director can go into the officer track, meaning one director has to leave the board; if we want to change this, the bylaws need to be changed and a vote at the membership meeting. There is a flowchart that explains the director terms. We will discuss this at the February meeting.

Announcements:

Carl Burrell's wife passed away a month ago. Ann Daniel sent memorial donation to her church on behalf of the board. Carl Burrell plans to continue to serve as a volunteer. Terri Bacic will retire as of February 2022.

The Board meeting was adjourned at 1:10pm.

Executive Board meeting started at 1:18pm to discuss personnel matters. Executive Board meeting ended at 1:30pm by unanimous consent.

Submitted by Rhonda Thompson, Secretary, January 31, 2022