



CAPCA BOARD OF DIRECTORS MEETING

June 14, 2014

Myrtle Beach, South Carolina

The CAPCA Board of Directors met at 11:00 AM at the Hilton Hotel in Myrtle Beach, South Carolina on June 14, 2014. The meeting was called to order by President Randy Taylor at 11:08 AM. The following were present at the meeting.

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Randy Taylor	President	X	
Beth Partlow	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Dale Overcash	Secretary	X	
Ross Smith	2 <sup>nd</sup> Year Director	X	
Penny Mahoney	2 <sup>nd</sup> Year Director	X	
Myra Reece	1 <sup>st</sup> Year Director	X	
Bill Lane	1 <sup>st</sup> Year Director		X
Sheila Holman	Past President	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
Mark Hawes	Governance	X	
Rich Weber	Finance	X	
Carl Burrell	Planning/Arrangements/Events	X	
Penny Mahoney	Membership and Marketing	X	
<u>Guests</u>			

I. President's Comments (Randy Taylor)

Randy Taylor opened the meeting. The meeting agenda was quickly reviewed to determine if additions or modifications were required for this meeting. No items were added to the agenda.

The next Board meeting had tentatively been scheduled for August 9<sup>th</sup>. It was determined that Bill Lane and Sheila Holman have vacation conflicts for the August 9<sup>th</sup> date. Alternative dates were discussed; and based on feedback from other Board members, it was determined that August 9<sup>th</sup> would still be the best date for the next Board meeting.

The five year planning meeting from the previous day was discussed. Dale will have the meeting notes typed up and distributed. The notes will be reviewed, prioritized, and assignments will be made in August. Tentative draft plans will be developed by October. Final plans will be developed by December. Randy is to develop a template with a table of contents and outline.

II. Secretary's Report (Dale Overcash)

Dale Overcash distributed the minutes from the April 16 and 18, 2014 meetings. Suggested rewording was discussed regarding Items III. and VI. in the April 16<sup>th</sup> minutes. Suggested rewording was discussed regarding Item IV. in the April 18<sup>th</sup> minutes. Sheila Holman, seconded by Beth Partlow, made a motion to approve the amended minutes. All members of the Board voted in favor of the amended minutes.

III. Treasurer's Report (Rich Weber)

Rich Weber provided an overview of the current budget situation. The organization is in good financial standing as of the end of May, 2014.

Rich indicated that Eve McCoy had completed the financial audit (as previously approved by the Board). There were no major findings. The recommendations from the audit are as follows:

- Continue with a reconciliation of the number of attendees, guests, booth rentals, etc. times applicable rates to balance to the recorded revenues (Kristi was been made aware of this new recommendation).
- The Financial Policies and Procurement document dated February 11, 2013 sets forth certain thresholds of expenses that require specified approvals. The procedures were intended to apply to equipment purchases only and were not intended to apply to routine purchases. This policy has been clarified to reflect the Board's intent. The current President will sign this policy change.
- Most invoices did not have any documentation of date received. Management should document its policy in writing, but this was deemed not necessary at this time. This action item has been communicated to Ann, Connie and Kristi.

In regards to Contributors, an action item is to re-evaluate the current list and contribution levels. Any suggestions for change would come from the Finance Committee.

IV. Fall 2014 Conference Overview

a. Program Update (Beth Partlow)

Beth reported on the earlier Saturday morning program committee meeting. There are a lot of moving parts and thus still some uncertainty in the time slots for each session. The major reason for this is that the Board decided to invite Gina McCarthy, the current EPA Administrator, for a speaking slot. If she can attend, the Board is willing to allow her to speak either on Thursday or Friday, which leaves scheduling in flux. The schedule will be firmed up at the August meeting.

Other action items addressed include:

- i. Myra will reach out to Gina McCarthy to seek her attendance at the Fall meeting.
- ii. Sheila will reach out to the local programs to address and gauge their desire and interest to participate in future programs.

b. Survey Monkey (Beth Partlow)

The feedback from the Spring meeting was discussed. The overall comments were good and the conference was well received. An action item is to make sure those people that are listed in Q10 (the last page of Survey Monkey) are invited to future CAPCA meetings.

***Board Meeting Recessed for Lunch at 11:50AM***

***Board Meeting Resumed at 1:00 PM***

c. 45<sup>th</sup> Anniversary Activity Update (Penny Mahoney)

The James Gregory Show will be part of the anniversary activities and will be at the Hilton at 8 PM on Wednesday. The anniversary planning committee changed the Masquerade Ball to a Halloween Party for Thursday evening. Please see handout for details of the 45<sup>th</sup> Anniversary activities.

There are also plans to invite the Past Presidents for a breakfast during the Fall meeting. Randy will work on this action item.

d. Program Details, Contributors and Exhibitors (Ann, Carl, Connie)

Ann continues to receive a lot of calls asking questions about being contributors. Her impression and implied feedback from the calls is that the costs may be too high. This item will be discussed at a 9 AM meeting of the Finance Committee and Contributor Subcommittee on August 9<sup>th</sup>.

30 of 72 booths are rented. Connie will be sending out emails to vendors and the attendees list as a reminder for registration. The Fall arrangements are in good shape. The Fall gifts have previously been selected and approved by the Board.

V. Committee Updates

a. Governance (Sheila Holman, Mark Hawes)

The general discussion for this meeting was the term of the Treasurer and the succession plan to accommodate a Treasurer term of more than one year.

- The CAPCA bylaws allow for the Treasurer term to be up to 3 years.
- Mark presented the historical officers track and the reasons for keeping the same treasurer for multiple years. The term of the treasurer, the succession plan, and officer's track was discussed in detail. Mark took notes and will revise the information and bring it back to the next Board meeting.

The Governance Committee reported that Max Justice was still working on trademarking the CAPCA logo.

b. Membership & Marketing (Penny Mahoney)

Penny indicated that the committee would continue to send meeting notices to certain interested groups that we have teamed with in the past within NC and SC. There were no updates from AWMA.

c. Finance

There was no additional report. A meeting will be held at 9 AM on August 9<sup>th</sup> of the Finance Committee and Contributor Subcommittee. Committee members include Randy, Rich, Dale, Ross, Sheila, Ann and Connie.

VI. Other Business

There was no other business to address.

VII. Closed Board Meeting

There was no business and thus no closed Board meeting.

VIII. Future Board Meetings and Schedule

The next Board meeting will be held at 1 PM on August 9, 2014 at the Hilton Hotel, Myrtle Beach, SC. A meeting will be held at 9 AM on August 9<sup>th</sup> for the Finance Committee and Contributor Subcommittee. A Program Committee meeting will be held at 10 AM on August 9<sup>th</sup>.

IX. Meeting Adjournment

Sheila Holman, seconded by Penny Mahoney moved to adjourn. All members voted in favor. The meeting adjourned at 2:43 PM.

Respectfully Submitted,

Dale Overcash  
Secretary