



CAPCA BOARD OF DIRECTORS MINUTES OF
 Program and Board Meeting (Grove Park Inn, Asheville)
 April 12, 2023 @ 8:15 am

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Jessie King	Past President	X	
Mike Abraczinskas	President	X	
Rhonda Thompson	Vice President/Program Chair	X	
Tim Agner	Treasurer	X	
Amy Marshall	Secretary	X	
Fern Paterson	2 nd Year Director	X	
Rob VandenMeiracker	2 nd Year Director	X	
Margaret Sembos	1 st Year Director	X	
Ruth Albright	1 st Year Director	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Bookkeeper		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
Kevin Nesbitt	Governance	X	
Dale Overcash	Governance	X	
Carl Burrell	Arrangements/Events	X	
Rich Weber	Governance	X	
Sanjam Singh	Young Professionals	X	
Pierce Werner	Young Professionals	X	
Randy Taylor	Marketing		X
Beth Partlow	Marketing/Governance	X	
Mark Hawes	Governance		X
Melvin Stroble	Young Professionals	X	

President's Comments (Mike Abraczinskas)

- a. Call to Order 8:22 am
- b. Review of agenda, no changes were suggested to the agenda
- c. 2025 options will be covered under conference arrangements item

Secretary's Report (Amy Marshall)

- a. Review and approval of minutes from February 4, 2023 BOD meeting: minor corrections were discussed, Tim Agner moved to approve the minutes with the amendments discussed, Fern Paterson seconded, the board voted to approve the minutes.

Treasurer's Report (Tim Agner)

- a. Overview of current financial status: checking account and money market balances provided.
- b. Provided list of contributors, we are at the number in the budget. They will be acknowledged during the conference.
- c. Updated budget status based on preregistration for this meeting and contributions.
- d. Need a sponsor for the YP lunch

Spring Conference Arrangements (Connie McElroy-Bacon & Ann Daniel)

- a. 53 exhibitors (4 are free, 9 have paid for both conferences)
- b. 363 preregistered (including speakers but not including staff); have had a few cancellations in the past few days (kept \$50), think we will get close to 400 with walk ins
- c. Emails and Linked In posts helped boost attendance, there are several first time attendees
- d. Whova is the conference app
- e. Food and beverage is the minimum required
- f. The hotel block is full
- g. Giving away leftovers from prior conferences (will keep a few for YP prizes)
- h. Some prizes Thursday evening
- i. Friday morning – exhibitor drawing for prizes at 830 in the exhibit hall, gift card give aways after the session – make sure this is clear on the app
- j. Exhibitor meeting at 915
- k. Outer space and aliens is the Thursday theme
- l. Options for 2025 – Biltmore does not have a big meeting space anymore and doesn't have enough sleeping rooms for us. Renaissance doesn't have enough room for us but there is an auditorium next door. Omni Charlotte doesn't have enough room for us. Have a proposal from Harrah's – they have enough rooms for us. Connie has not done a site visit. There is nothing else to do nearby and some might not come to a casino. Didn't check Hilton in Wilmington. Hilton in Charlotte has room for us but we would have to hold the whole hotel, there are overflow hotels across the street. If we leave the GPI we will not be able to afford to come back – we get better rates because we have been coming here for so long. Connie will ask for a proposal for 2025 from the GPI.

- m. YP lunch today, Jenny and Nathan to talk about networking, 36 RSVP'd and board members can also attend, will have Jeopardy and prizes. Melvin will introduce the board members to encourage interaction with YPs. TRC is sponsoring the band for cornhole hour, Tora is sponsoring a keg. Thursday committee meeting, want to have a more formal committee structure with responsibilities/participation. Will be tagging speakers like Daniel Blackman to get more attention on Linked In.

Spring Conference Agenda (Rhonda Thompson)

- a. Rhonda ran through the program agenda. 18 registered for the technical workshop this morning. Rhonda's opening remarks will highlight the changes we've made this time.
- b. Rob's Weds afternoon speaker is recording his presentation – we asked them to wait 2 weeks to post it and not to record the audience. The audience will be notified the session is being recorded.
- c. Connie is missing a few presentations. Will post presentations on the website – there is no space on the app.
- d. EPA update on Thursday morning is 2 speakers – Caroline Freeman and also Carol Kemker – so adjusted the times a little bit.
- e. Officers to sit with EPA at lunch Thursday.
- f. Short board meeting Friday after conference adjourns with lunch.

Committee Updates

- a. Finance
 - An external financial review for calendar year 2022 is needed in 2023 – action item to reach out to Brittingham Group after the conference
 - Tim provided accountant information for taxes
- b. Contributions – can we do a matrix of the contributors and benefits for each level to have as we develop the agenda for fall so we know who we need to include on the agenda – Ruth will do that. Nucor has said they'd like to moderate the fireside chat in the fall.
- c. Governance (Jessie King)
 - Nothing to report
- d. Membership and Marketing (Ruth Albright)
 - Need to schedule a meeting, have been gathering some data to support that meeting.
- e. Young Professionals (Sanjam Singh & Pierce Werner)
 - Nothing additional to report other than what was already mentioned.

Other Business

- Photos – Melvin will be taking photos, but where should we keep them? Jessie to give access to Flickr account. Haven't scanned many of the old photos there yet. We need

to make sure the conference registration has a note that by attending you are consenting to have your picture taken. Need to think about how to store them, do we need to link them to the website (will start having to pay for online storage after a certain volume) or just have them on a drive and loop them on a monitor at conferences. We can download pictures people post to the Whova app.

- Will need to set dates for June and August board meetings on Friday afternoon. They will not be at the MB Hilton to save money. Consider hybrid virtual (e.g., at DAQ in Raleigh or in Columbia).

Fern Paterson moved to adjourn the meeting, Rob V seconded the motion, the board voted to adjourn at 10:08 am.

Submitted by Amy Marshall, Secretary
April 12, 2023