



idewater

CAPCA BOARD OF DIRECTORS MEETING DRAFT  
MINUTES

August 4<sup>th</sup>, 2018

Hilton Myrtle Beach, Myrtle Beach, SC

<b><u>Board Members</u></b>	<b><u>Role</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Rich Weber	President	X	
Duane Mummert	Vice President/Program Director	X	
Bill Lane	Treasurer		X
Kevin Nesbitt	Secretary	X	
Mike Abraczinskas	1 <sup>st</sup> Year Director	X	
Jessie King	2nd Year Director	X	
Melvin Stroble	2nd Year Director	X	
Barbara Sease	1 <sup>st</sup> Year Director	X	
Ross Smith	Immediate 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	
Kristi Grigg	Accountant		X
Terry 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 Committee	X	
Carl Burrell	Marketing/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership & Marketing	X	
Jenny Tang	YP / Members & Marketing	<del>X</del>	
Katlyn McIntosh	YP		X
Randy Taylor	Marketing/Governance	X	
Beth Partlow	Marketing/Governance	X	
Myra Reece	Finance/Program Planning	X	

## I. **President's Comments** (*Rich Weber*)

A. Rich Weber called the meeting to order at 10:00AM. Rich Weber mentioned it is the attendance and participation that make CAPCA special. Thank you notes to be sent to Trey and Ken for the 2018 Spring Conference. Myra will get the address. Thank you Emails were sent, but Beth felt an actual note would be appropriate. Ann will get cards.

B. Ideas to reduce expenses increase revenue.

Rich mentioned possibly raising fees and the big expense is the hotel and complimented Connie on her continued efforts at cost control. Per rich expenses are increasing with Attendify, color program, the 50<sup>th</sup> Anniv. Event. Etc. Question-how can we offset? Randy mentioned we reduced costs with eliminating hard liquor, Penny asked if we could look back and review for comparison. Connie stated the conference is "very inexpensive" for the value the attendees receive. Dale mentioned the CIBO (Council of Industrial Boiler Owners) Conference is \$1,300 just walk in for a two day conference. Mike A. mentioned we are still providing a good conference and it is still "cheap". Duane also agreed the cost to attend is low but we have lost power sponsors. Randy Taylor is afraid there is a tipping point in costs, with Duane saying our fees are way too low. Mike A also mention CIBO is smaller. Kevin mentioned we have a dollar delta that needs to be addressed. Mike A. felt cuts would cut the CAPCA Experience. Rich asked where we could find opportunities on revenues with Dale saying we could raise both fees, while outlining the benefits rec'd, i.e. venue, food, etc. Kevin mentioned per Bill, increasing attendance also increases our cost for no net gain. Jessie mentioned providing a free entry for a sponsor, free golf, or sponsoring a breakfast. Ross mentioned allowing a sponsor a 2 minute window to speak. Jessie agreed it would be good to get a face with a name. Randy suggested a sponsored work suite. Connie mentioned years before sponsors had a hotlink, doesn't cost anything. Melvin mentioned logos on the first page as well. Jenny stated the YP get a keg sponsor and they are thanks on the LinkedIn page. Rich asked if we could have a subcommittee, Melvin volunteered. Mike suggested qwe might reset the levels to higher amounts. Kevin suggest a meal sponsorship. Rich mentioned perhaps they don't see the value. Dale mentioned some might feel better sponsoring vs. a direct contribution. Dale and Melvin would be reaching out so select entities regarding sponsorship. Mike mentioned any increase if incremental, nobody will notice. Jessie asked about the agency rate. Connie suggested it might be safer to put any increase in the registration side.

## **II. Secretary's Report** (*Kevin Nesbitt*)

### A. Review / Approval of Minutes from June 16th, 2018 Board Meeting

Kevin presented the minutes for the meeting, comments were made and noted. Melvin S. made a motion, Mike A 2<sup>nd</sup> and the BOD voted to accept the minutes with the changes.

## **III. Treasurer's Report** (*Bill Lane*)

### a. Review of Current Financial Status

Bill was not at the meeting- no report. Rich mentioned an extension for the taxes was given to Nov. 15<sup>th</sup>. Tax return were sent to BOD members. Rich was to mention to Bill how to circulate the tax info to the members.

## **IV Spring Conference Wrap-Up**

A. Thank you cards are done and sent to all key speakers.

## **V. Fall 2018 Conference**

### A. Program Development (*Duane Mummert*)

1. Wednesday Morning Technical Session – Source Testing 101.  
Rich asked about the logistics- Connie stated food will be available.

Barbara mentioned a truck will be parked for a training demo.  
Duane indicated there will be equipment in the room.

## 2. General Program

Wednesday PM Combustion/Fans/SNCR Kevin was working on finalizing 3 speakers. Jessie was looking for local industry people for Chemical Release Reporting.

Thursday AM- Non regulatory speaker confirmed as Preston Howard-NCMA. Also looking for an attorney for compliance EPA and NC and SC State updates speakers are set.

Thursday PM- Compliance Auditing- per Melvin looking for attorneys. Regulatory update, Bill Wehrum is confirmed.

Friday AM- Beth's session on "Maintaining a defensible compliance record. Steven Weber and Fern are writing the "script", per Duane the stage might need to be adjusted.

Friday AM- Emerging Compounds- Duane's working on getting Carol Kemker to speak. Connie questioned where to place the computer for questions and Mike A suggested front row center for better exposure.

3. Deadline for Session Description was agreed to be August 24<sup>th</sup> and Connie requested the Emails for Speaker registrations. Rich mentioned 11 speaker names were missing.

4. Conference VIP Speakers EPA Senior Leadership Invited

5. Attendify App- Randy was working on the Fall App, needed approval for funds. Duane made a motion, seconded by Melvin. Board carried the motion. Randy was also working on getting the acronyms into the App. He also added a button for any questions. The marketing video was also added. Connie mentioned contributors are also now listed.

## IV. Contributors and Exhibitors (Ann Daniel and Connie McElroy-Bacon)

A. Ann stated we have 40 of 60 booths signed for, two are in the hall. Rich stated this is right on track. Ann mentioned it is slightly under and has been a few years since filled, with Dale saying this has been a trend. Kevin mentioned he will continue to reach out to potential exhibitors. Rich mentioned that CAPCA is a little short on contributors. Ann mention for many, we have to prove we are a non-profit. Names to approach included Dominion, Duke, GITI Tire, Continental Tire, and the Waste Tire Stakeholder Group. Melvin mentioned FPL and additional consultants.

Jenny Tang mentioned possible different levels of commitment. KJessie king asked about "in kind" donations. Rich mentioned some potential donors were difficult to get up with. And Jessie asked if we might look at attendees..

B. For the source testing Connie mentioned 55 were registered and she would send another "mad Mimi" email. Rich asked about early registration and Connie stated it was about at where it typically is.

C. Website Update- Rich stated the photos and them should be up there and Connie mentioned the call for abstracts, and mentioned job posting,

D. Connie mentioned the brick and says she as one for another group. It can breakout items and provide an itemized receipt. Need to purchase one for CAPCA, the money collect would go directly into CAPCA's account.

E. Arrangements- For Thursday night, Tailgating food, brats, etc. with games. Parking is free and internet is free. The blanket is the gift.

## **VI Committee Updates**

- A Finance (Kevin Nesbitt)  
- 2017 Financial Audit Review Letter has been completed. Nothing to report.
- B. Governance (*Ross Smith*) Ross mentioned a few things. The retention policy is approved. Mark Hawes was looking at a DropBox as a central

place with secure appropriate access. Ross mentioned Beth was looking at the refund policy, Rich mentioned we should have any refund policy posted, esp. for the technical session. Ross mentioned the online banking TBD in the future. Ross asked about nominations for future BOD members, Dale mentioned he had some info on individuals. And would make contacts and confirm interest and availability.

- C. Membership and Marketing (*Penny Mahoney*)  
- Marketing Video per Penny was on LinkedIn and the App. Penny's notes on 50<sup>th</sup>- "50 Years of CAPCA" speakers might be Max, Jim Laughlin, gene Slice, and number of years attending.

- D. Young Professionals Committee Update (*Jenny Tang*)

- Summer Social Event Date and Location

Jenny stated the summer event will be a pub in Columbia Raleigh on 9/13. Kevin asked about working with non-attendees to boost membership. For the fall, lunch with games and conversation are planned., A sponsor was needed for cornhole.

## **VII Future Board Meetings & Schedule**

- A. Next Board Meeting: October 24, 2018, Hilton Hotel – Myrtle Beach, SC

## **VII Closed Board Meeting**

No closed Board Meeting.

## **VIII Adjourn**

A motion was made by Melvin to adjourn and seconded by Duane and the Board voted in favor. Meeting was adjourned at 2:55PM