



CAPCA BOARD OF DIRECTORS MEETING
 Meeting Minutes
 April 6, 2016
 Grove Park Inn
 Asheville, NC

Board Members	Role	Present	Absent
Dale Overcash	President	X	
Ross Smith	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Myra Reece	Secretary	X	
Mike Abraczinskas	2 nd Year Director	X	
Duane Mummert	2 nd Year Director		X
Briggs Hamilton	1 st Year Director	X	
Kevin Nesbitt	1 st Year Director	X	
Beth Partlow	Past President	X	
Staff Members	Role		
Ann Daniel	Executive Secretary		X
Connie McElroy-Bacon	Conference Coordinator	X	
Kristi Grigg	CAPCA Accounting Manager	X	

<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Carl Burrell	Planning/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership & Marketing	X	
Fern Paterson	YP / Membership & Marketing	X	
Randy Taylor	YP/Membership & Marketing/Governance	X	
Bill Lane	Finance/Program Planning	X	
Sheila Holman	Governance		X
Mark Hawes	Governance	X	

I. President's Comments (*Dale Overcash*)

CAPCA Board of Directors meeting called to order by President Overcash at 08:12 A.M.

- a. Housekeeping Issues for Opening Comments
 President Overcash provided and discussed Spring 2016 Conference welcome/introductory remarks (suggestion to add a reminder about "at large" member for CAPCA 50th anniversary planning and to mention Ann Daniel's absence)
- b. Update on Environmental Workshops
 President Overcash spoke to Mr. Bozeman about holding free air quality workshops immediately before CAPCA spring conference and board concerns. Concerns were adequately addressed.
- c. Update on Demonstration Trailer
 President Overcash discussed an exhibitor's request to bring their demo trailer. Trailer will be allowed on site but parking will not be allowed adjacent to the exhibit hall.
- d. Attendee-sponsored Activities
 No other activities were noted.

II. Secretary's Report *(Myra Reece)*

- a. Review / Approval of Minutes from February 6, 2016, Board Meeting,

Draft minutes for the February 6, 2016 Board of Directors meeting were distributed by Secretary Reece. Beth Partlow made a motion to approve and the motion was seconded by Rich Weber. All members of the Board voted in favor of the minutes.

III. Treasurer's Report *(Rich Weber)*

- a. Review of Current Financial Status

The Treasurer provided copies of financial statements as of December 31, 2015 and CAPCA board financial audit report to members. The CAPCA organization is in good financial standing. The Board recognized Bill Lane's hard work in implementing the 2016 Vanguard Investment Strategy approved by the Board.

- \$30,000 deposited on March 29:
- \$15,000 into a Balanced Index Fund
- \$15,000 into a 500 Index Fund
- \$10,000 automatic deposits April to October (on the 15th of each month; \$5000/mo. into Balanced Index Fund; \$5000/mo. into 500 Index Fund)
- **Total 2016 Investment: \$100,000**

- b. Audit Results (Bill Lane)

An Audit Team consisting of President Overcash, Treasurer Weber, Director Abraczinskas, William Lane, Ann Daniel and Kristi Grigg (CAPCA's accounting manager) audited CAPCA financial records on March 18, 2016, in Raleigh, NC. Achievement of continuous improvement items were highlighted along with 3 new recommendations to be discussed at a future CAPCA Board meeting (i.e., the need for a record retention policy for financial records). Ross Smith made a motion to approve/accept the audit

report and the motion was seconded by Beth Partlow. All members of the Board voted in favor of accepting the report.

IV. Spring 2016 Conference

- a. Program Update (*Ross Smith*)
Mr. Smith indicated another great program is anticipated for Spring conference. Ross thanked Myra Reece and Rich Weber for stepping in as moderators.
- b. Contributors/Exhibitors (*Connie McElroy-Bacon*)
Ms. McElroy-Bacon reported that all exhibit booths have been assigned. (had 2 on a waiting list - 1 assigned after a cancellation).
- c. Registration (*Connie McElroy-Bacon*)
Ms. McElroy-Bacon reported that approximately 370 have pre-registered for spring conference - expecting ~ 400. More and more attendees are beginning to register on line.
- d. Arrangements (*Connie McElroy-Bacon/Penny Mahoney*)
 1. Thursday Theme: Ms. Mahoney provided an update on Thursday evening's conference theme, "Caddy Shack". Entertainment will include an "Ugliest Pants" contest, and a putting greens competition. A golf score card game will be used to encourage visits to exhibitor booths. Music: sound track from Caddy Shack movie.
 2. Parking/Internet:
 - Internet service for attendees: pay on your own.
 - Parking :
 - Overnight Guest
 - Outdoor Self Park: Free
 - Garage: \$10
 - Valet: \$20

 - Non-Resort Guest
 - Outdoor Self Park: \$7
 - Garage: Prevailing
 - Valet: \$15

3. Gifts/Other

Keeping with a Caddy Shack theme, the gift for spring conference attendees is a golf umbrella. Will conduct a search for additional items for fall conference gift. (Rock-n-roll/Elvis theme)

V. Committee Updates

- a. Finance and Contributors (Rich Weber/Bill Lane)
 - i. Investment Update (Bill Lane)....discussed during Treasurer's Report
- b. Governance (*Beth Partlow*)

Ms Partlow reported the need for the Governance committee to focus on succession/leadership planning. Committee is planning to discuss and provide recommendations to the board in June.
- c. Membership and Marketing (*Penny Mahoney*)

Penny Mahoney and Max Justice reported back on the value of having a CAPCA booth at the SC-AWWA (SC American Water Works Association) meeting held March 13-15 at the Myrtle Beach Convention Center/Sheraton. Audience was mainly water officials, very little activity at the CAPCA booth - recommended that we not participate in this forum next year.
- d. Young Professionals Committee Update (*Fern Paterson*)

Ms. Paterson reported that members of the YP committee are presenting throughout the conference - impressive line-up of speakers.

VI. Other Business

- a. GPI Contracts (*Dale Overcash/Beth Partlow*)

GPI 2022 contract and GPI 2017 board meeting contracts were discussed. Ms Partlow provided copies (via email) of the contracts to board members. Requested feedback from members before contracts are finalized on Friday.
- b. Mobile Apps (*Randy Taylor/Connie McElroy-Bacon*)

- YPC input for June meeting

Mr Taylor shared information and provided a demonstration of the meeting event mobile application called Attendify. Application is free for attendees. Cost is \$1500 per conference or \$2500 for 2 conferences. However, Attendify app can also generate revenue (contributors) to offset the costs to CAPCA. Attendify will be discussed at the YP planning meeting on Thursday - will report back to Board at the June board meeting.

VII. Closed Board Meeting - N/A

VIII. Future Board Meetings & Schedule

- a. The next Board meeting will be **April 8, 2016** at the Grove Park Inn immediately after lunch.

IX. Adjourn

Upon a motion by Ms Partlow and a second by Mr. Smith, the meeting adjourned at 10:11 am.