



CAPCA BOARD OF DIRECTORS MEETING
MINUTES OF March 13, 2020
Conference Call

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Bill Lane	President	X	
Kevin Nesbitt	Vice President/Program Chair	X	
Jessie King	Treasurer	X	
Mike Abraczinskas	Secretary	X	
Rhonda Thompson	2 nd Year Director	X	
Khalid Alnahdy	2 nd Year Director	X	
Tim Agner	1 st Year Director	X	
Ruth Albright	1 st Year Director	X	
Duane Mummert	Past President		X
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Kristi Grigg	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	
Katelyn McIntosh	Young Professionals	X	
Randy Taylor	Marketing	X	
Beth Partlow	Marketing/Governance		X
Penny Mahoney	Marketing		X

I. President's Comments (*Bill Lane*)

- a. Call to Order – President Bill Lane called the Board meeting to order at 3:02 pm.
- b. Introductory Comments – Bill L. welcomed everyone to the conference call. Bill L. discussed the rapidly evolving events surrounding the COVID-19 pandemic and how it might impact the upcoming Spring 2020 conference.

II. Status of COVID-19

- a. Government Guidelines – It was noted that in NC, public health officials offered guidance to cancel or postpone gatherings larger than 100 people.
- b. Review of employer restrictions – It was noted that some employers have put in place travel restrictions. This is impacting Board members, scheduled speakers, exhibitors and registered attendees.

III. Impacts on Spring 2020 Conference

a. Review status of attendees/speakers/exhibitors– Ann reported that one exhibitor wants to cancel. Ann, Connie and other Board members reported that they received calls inquiring about the status of the event or cancelling. Rhonda T. noted that ECOS cancelled their conference at the Grove Park 2 weeks before CAPCA and AAPCA was still evaluating their conference (to be held 1 week after CAPCA in Salt Lake, UT). EPA has already indicated that they cannot travel to the AAPCA meeting. Several Board members noted that their companies are evaluating the situation daily. At this point, the Board had heard from 6 speakers about their inability to attend.

b. Review of alternatives – Bill L. outlined a number of options and the pros/cons of those were discussed by the Board. Connie also shared the practical realities associated with each of the options. After some of the options were eliminated, much of the discussion focused on the current contract with the Grove Park Inn and preliminary discussions Connie had with them. The Board agreed that the health and safety of CAPCA's attendees/speakers/exhibitors is our top priority. The Board also agreed that making a smart financial decision for the organization is critical in this unprecedented situation. The expenses (to date) related to the spring conference were noted.

c. Develop next steps – After much discussion of the options, including the details of the contract with the Grove Park Inn, the Board decided it is best to cancel the spring conference. The Board agreed to full refunds to registrants. However, a number of steps will need to be taken to ensure interests of the organization are protected. The following tasks were identified:

- 1) Bill L. and Jessie K. will assist Connie in further discussions with the Grove Park Inn.
- 2) Mike A. and Kevin N. will draft an announcement regarding the conference and share with Bill L. and Jessie K.
- 3) Connie will suspend the ability to register online.

Jessie made a motion to:

- Notify members and registrants of the cancellation of the spring conference and suspend all registrations.
- The committee of Bill L., Jessie K., Mike A. and Kevin N. will draft a message that will be emailed out no later than Monday morning.
- Bill L. and Jessie K. will assist Connie in discussions with the Grove Park Inn and report back to the Board.

Mike A. seconded the motion. The motion passed unanimously.

IV. Adjourn

At 4:01 pm, the meeting was adjourned.