



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

<b>Board Members</b>	<b>Role</b>	<b>Present</b>	<b>Absent</b>
Dale Overcash	President	X	
Ross Smith	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Myra Reece	Secretary	X	
Mike Abraczinskas	2 <sup>nd</sup> Year Director	X	
Duane Mummert	2 <sup>nd</sup> Year Director	X	
Briggs Hamilton	1 <sup>st</sup> Year Director	X	
Kevin Nesbitt	1 <sup>st</sup> Year Director	X	
Beth Partlow	Past President	X	
<b>Staff Members</b>	<b>Role</b>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	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	phone	
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 11:12 A.M.

- a. **Introductory Comments**  
 President Overcash welcomed all attendees.
- b. **Welcome New Board Members**  
 President Overcash recognized new board members for 2016 (Briggs Hamilton and Kevin Nesbitt).
- c. **Confidentiality Agreements, Whistleblower, and Conflict of Interest Policies for Board Members and Volunteers**  
 Documents were distributed, discussed, signed, and collected at the December 2015 meeting. Myra Reece, the only member who was not present at the December meeting, signed documents at this meeting.
- d. **Final Committee Assignments**  
 Committee Assignments for 2016 were finalized. Fern Paterson provided mission statement and tasks for the Young Professionals Committee. (Final document attached to minutes)

**II. Secretary's Report** (*Ross Smith/Myra Reece*)

- a. **Review / Approval of Minutes from December 12, 2015, Board Meeting,**

Draft minutes were distributed (Version 2 which was distributed electronically to members on January 11, 2016 which included correction of registration and parking fees for 2016 spring conference).

Motion (Mike Abraczinskas) / 2<sup>nd</sup> (Kevin Nesbitt) to approve meeting minutes (Version 2) from December 12, 2015 Board meeting with additional corrections noted (typo errors, clarification of early bird registration deletions) Motion passed.

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

The Treasurer provided copies of financial documents to members. The board reviewed and discussed a summary of the final 2015 budget, current financial status, and the final 2016 budget. The CAPCA organization is in good financial standing and a net income of ~\$20,000 is projected for 2016.

### IV. Spring 2016 Conference

- a. Program Update (*Ross Smith*)  
Mr. Smith indicated another great program/agenda is anticipated for Spring conference. The focus of the agenda is permitting and compliance. Speakers need to be confirmed and contact information sent to Connie by February 15. Draft session write ups are due by March 1.
- b. Contributors/Exhibitors (*Ann Daniel*)  
Ms. Daniel reported current contributions are at \$5500. Current exhibitors: 28 of 54 (available) have been reserved for spring conference and 17 of 72 (available) for fall conference.
- c. Registration (*Connie McElroy-Bacon*)  
Ms. McElroy-Bacon reported that approximately 100 have pre-registered for spring conference. Several email blasts/reminders and postcards have been sent to potential attendees, emphasis on special events including Thursday night theme.
- 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 (need putters & golf balls). A golf score card game will be used to encourage visits to exhibitor booths. Music: sound track from Caddy Shack movie.**

**BREAK FOR LUNCH @ 12:04 PM; MEETING RECONVENED AT 1:01 PM**

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

Several potential gifts for CAPCA attendees were discussed and presented to board members. Keeping with a Caddy Shack theme, the gift for spring conference attendees will be a golf umbrella. Will conduct a search for additional items for fall conference gift. (Rock-n-roll/Elvis theme)

## V. Committee Updates

a. Governance(*Randy Taylor*)

Mr. Taylor reported on the CAPCA logo trademark status: we are in good shape, should be approved. There were no comments filed during the 1st comment period. 2nd public comment period ends March 23.

Mr. Taylor also 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.

b. Membership and Marketing (*Penny Mahoney*)

CAPCA will have a booth at the upcoming SC-AWWA (SC American Water Works Association) meeting to be held in Myrtle Beach, March 13-15 at the Myrtle Beach Convention Center/Sheraton.

Committee is already planning for 50th anniversary conference - 2019. Considering a volunteer ("at large member") and will be requesting feedback from membership on potential "celebratory" events. (i.e., Biltmore House,.....)

c. Young Professionals Committee Update (*Fern Paterson/Randy Taylor*)

Ms. Paterson reported that members of this committee will not be designated to present in the Wednesday technical sessions at the spring 2016 conference. Members will be looking for other speaking opportunities (3-4) throughout the conference. The networking lunch will continue at the 2016 conferences. The corn hole tournament was a success at the fall 2015 conference and will be repeated in spring 2016 if a proper location at the GPI can be identified. Committee is searching for a new leader.

d. Finance Committee Update (*Bill Lane*)

Mr. Lane provided copies of the draft CAPCA investment policy to board members. The policy was discussed in detail with a motion to approve as written and with the following instructions (*Mike Abraczinskas/2<sup>nd</sup> – Ross Smith*): Beginning the first week of March, treasurer will invest \$15K in Balanced Index Fund and \$15K in Standard & Poor's 500 Index Fund. Then on the 1<sup>st</sup> week of each subsequent month for the next 7 months, invest \$5K in the S&P 500 Index and \$5K in the Balanced Index Fund. Motion passed. Policy was signed by President Overcash and became effective upon signature. Policy attached to minutes.

## VI. Software Updates

a. Mobile apps for conferences (*Randy Taylor/Connie McElroy-Bacon*)

Mr. Taylor presented information (and handouts) about a mobile app (*CrowdCompass*) that can coordinate an event schedule, speaker information, an attendance list, in-conference polling and other resources. CAPCA would manage and update content provided by the app. Ms McElroy-Bacon provided information on a second app which appears to

be more affordable at \$1000 per event (*Attendify*). Board needs to determine exactly what we want the application to accomplish - young professionals especially are expecting the use of this technology at conferences (will seek their feedback). Potential contributor sponsorship was also discussed. Will continue to research; discuss more at our April board meeting - fall conference target to "go live".

## VII. Other Business

- a. *Environmental Workshops* request (*Dale Overcash*)  
Board discussed *Environmental Workshop's* request to hold a free air quality workshop on Tuesday before CAPCA spring conference. President Overcash was asked to follow-up with Mr. Bozeman on details/concerns.
- b. CAPCA Information Technology - Ann's Laptop (*Dale Overcash*)  
Ms. Daniel's laptop computer is 10 years old and is in need of replacement. Board agreed to move forward with replacement. Board approval is not necessary for items less than \$500. Ms. Daniel was asked to research replacement and send pricing information for a new computer to Mr. Overcash.

## VIII. Closed Board Meeting - N/A

## IX. Future Board Meetings & Schedule

- a. The next Board meeting will be **April 6, 2016** at the Grove Park Inn in Asheville, prior to the start of the Spring Conference.

In addition to meetings held at the CAPCA conferences, the Board will meet on the following dates:

- June 25, 2016
- August 6, 2016
- December 10, 2016

## IX. Adjourn

Upon a motion by Mr. Abraczinskas and a second by Mr. Hamilton, the meeting adjourned at 3:30 pm.