



**CAPCA BOARD OF DIRECTORS MEETING**  
**AGENDA**  
 October 16, 2015  
 Hilton Hotel  
 Myrtle Beach, SC

<b><u>Board Members</u></b>	<b><u>Role</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Beth Partlow	President	X	
Dale Overcash	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Ross Smith	Secretary	X	
Myra Reece	2 <sup>nd</sup> Year Director	X	
Bill Lane	2 <sup>nd</sup> Year Director		X
Mike Abraczinskas	1 <sup>st</sup> Year Director	X	
Duane Mummert	1 <sup>st</sup> Year Director	X	
Randy Taylor	Past President		X
Briggs Hamilton	Director - elect	X	
<b><u>Staff Members</u></b>	<b><u>Role</u></b>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
<b><u>CAPCA Committee Members</u></b>	<b><u>Committee Represented</u></b>		
Carl Burrell	Planning/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership and Marketing	X	
Fern Paterson	YPG / Membership and Marketing	X	

## **I. President's Comments** (*Beth Partlow*)

President Partlow called the Board meeting to order at 12:52 PM.

She provided a brief overview of the successful Fall 2105 CAPCA conference.

## **II. 2015 Fall Conference Review and Critique**

### **a. Attendees/contributors/exhibitors** (*Ann Daniel and Connie McElroy-Bacon*)

Reported attendance at the conference was 398.

Exhibitors' meeting – Friday at 9AM

- Encouraged theme for Thursday night symposium (both Spring and Fall conferences)
- Requested more tall round tables for the Thursday night symposium
- Request for return of program / incentive for visiting the exhibitor booths

Four exhibitors left early on Friday morning – Board's expectation for all exhibitors is to remain in place until after the Friday morning break is completed.

Sage Environmental returned to active participation as an exhibitor and attendee.

### **b. Arrangements** (*Connie McElroy-Bacon*)

Appreciation for Brian's efforts for media support (special note for extra effort coordinating phone connections for a Friday morning speaker).

Additional seating / tables needed for the Wednesday night symposium.

Receive a request for additional announcement of golf activities associated with the conference.

Discussed additional emphasis for notifications of the theme of each conference. Suggestions include a separate email with announcement of

the theme and picture or graphic. Theme emphasis on website was discussed with some concern about professional business perception.

c. Program (*Dale Overcash*)

Received good feedback on program subjects and speakers.

Program committee meeting provide several topics for consideration at future conferences.

On-line survey will include a request for additional topic recommendations.

d. Young Professionals (*Fern Paterson*)

Networking luncheon had 30+ attendees.

Received good feedback from the technical session.

“New comer” ribbon on name tags was beneficial to identify new participants.

Suggested requesting conference topic input from Young Professionals.

Corn Hole tournament was very successful. Plan to continue at future fall conferences.

e. Surveys (*Dale Overcash*)

Randy Taylor will prepare and post the on line survey.

Survey will include questions about how participant found out about CAPCA and the conferences, session topic suggestions, and theme suggestions.

### **III. Planning for 2016 Spring Conference**

a. Arrangements (*Connie McElroy-Bacon*)

Themes for both the Spring and Fall 2016 conferences will be discussed at the December 2015 Board meeting.

b. Program (*Dale Overcash*)

Reviewed the 10/14/15 Program Committee meeting.

Program Committee will meet at 10AM on December 12, 2015.

c. Budget (*Rich Weber*)

Fee structure considerations will be discussed at the December 2015 Board meeting, including financial preparations for the 50<sup>th</sup> Anniversary.

Number of exhibitors was approximately ten less for this conference as compared to previous years.

Hilton bill will be received in 2-3 weeks, and then will have an update for financial standing.

#### **IV. Committee Updates – N/A**

a. Transition—Welcome new board members/new board member information packet.

Kevin Nesbitt and Briggs Hamilton elected by the association for 1<sup>st</sup> year Board positions effective 01/01/16.

Welcomed new Board-elect member Briggs Hamilton (in attendance).

Directors manual and information package will be provided to the new Board members by Sheila Holman.

#### **V. Other Business**

Hotel contracts have been signed for Spring and Fall conferences through 2021.

#### **VI. Closed Board Meeting – N/A**

## **VII. Future Board Meeting & Schedule**

- a. The next Board meeting will be December 12, 2015, at the Omni Grove Park Inn in Asheville, NC.
- b. Future conference dates: April 6-8 2016 and October 12-14 2016.

## **VIII. Adjourn**

President Partlow adjourned the Board meeting at 1:35PM.