



**CAPCA BOARD OF DIRECTORS MEETING
15 April 2011
Grove Park Inn
Asheville, NC**

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on 15 April 2011. The meeting was called to order by President Max Justice at 1:18 pm. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Max Justice	President	X	
Mark Hawes	Vice President / Program Chairman	X	
Renee Shealy	Treasurer	X	
Sheila Holman	Secretary	X	
Nancy Marshall	2 nd Year Director	X	
John Sudnick	2 nd Year Director	X	
Beth Partlow	1 st Year Director	X	
Rich Weber	1 st Year Director	X	
Penny Mahoney	Past President	X	

<u>Staff Member</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Ann Daniel	Executive Secretary	X	
Kay Aumiller	Dues & Registration Chair	X	
Connie McElroy-Bacon	Conference Coordinator	X	

CAPCA Committee Members Present

Carl Burrell

Committee Represented

Planning / Arrangements / Events

Guests attending Board Meeting

None

I. President's Comments

The President called the meeting to order at 1:18 pm. The agenda was approved as distributed.

II. Secretary's Report

- The February 12, 2011 minutes were distributed via email on April 12, 2011. The minutes will be voted on at the June 2011 board meeting.

III. Spring 2011 Conference

There were approximately 404 registrants at the 2011 CAPCA Spring Meeting.

One Exhibitor requested more breaks. It was noted that to do so would make it difficult to deliver the topic areas for the conference adequately. One suggestion was to have a cold cut lunch at the exhibit hall for the Thursday luncheon. It was noted that a Scavenger hunt is planned at the fall conference, which would have the effect of more attendees visiting the booths. It was noted that if the conference grows, the Board may need to restructure the agenda to provide more time in the exhibit hall.

One person noted that exhibitors were breaking down during the Friday morning break.

The Vice President will review the surveys and provide a report at the June meeting.

Jim Berry requested that CAPCA email the Pollution Engineering article to the CAPCA membership. It was suggested that the article be posted on the CAPCA website. Due to the changes to the website, posting the article will need to wait until after the Fall meeting. The Registrar will check with Jim Berry to see if the article can be posted on the CAPCA website.

It was recommended that we plan on a Commissioners update at the Spring meeting. Allow 1.5 hours for the discussion.

IV. Planning for 2011 Fall Conference

The Conference Coordinator updated the Board on the negotiations for a contract extension at the Hilton. The hotel has offered the following items: 1) Room rates will remain below \$100, 2) No parking fee will be charged, 3) The fee for internet in the hotel rooms will be waived, but CAPCA will still need to pay for internet access in the exhibit hall.

The Conference Coordinator updated the Board on the issue with parking fees at GPI. In two months, GPI will charge \$10 per day in the Vanderbilt wing. Sammons wing deck will be used for valet parking. Free parking will be in the outside lots. The Board instructed the Conference Coordinator to review the contract with GPI to determine whether parking is mentioned in the contracts, and then discuss the issue further with GPI.

The idea of the pirate theme for the Fall meeting was discussed with the vendors and there was a positive response to the idea.

The program ideas generated at the Planning meeting for the Fall meeting were then discussed.

V. Committee Updates

The Past President handed out the Director Responsibilities so that potential new board members will be informed as to what is expected. The document will be distributed electronically, and the Board will finalize the document at the June Board meeting.

The Past President then asked the Executive Secretary, the Registrar and the Conference Coordinator to provide any comments on their respective job descriptions so that these documents can be finalized at the June Board meeting.

The membership of the 2011 Committees was discussed. The Committee membership and the expectation for each Committee will be distributed electronically to the Board so that the Directors Manual can be updated.

Next, the most recent volunteers were discussed, and a Board member was identified to contact each volunteer and request their help on specific projects or committees.

Membership and Marketing Committee: The Chair reported that the focus will be on updating the website by the Fall meeting. The Committee will send the Board drafts one page at a time. The Chair also plans to order 4 boxes of CAPCA business cards for distribution at the Fall meeting.

VI. Future Board Meetings & Schedule

Saturday, June 4, 2011 at Ocean Creek, Myrtle Beach, SC. The Program Committee will meet at 10:00 a.m. and the Board will convene immediately following lunch.

Saturday, August 6, 2011 at Ocean Creek, Myrtle Beach, SC.

VII. Adjourn

The meeting adjourned at approximately 2:45 pm.

Respectfully Submitted,

Sheila C. Holman

Secretary