



CAPCA BOARD OF DIRECTORS MEETING
MINUTES
 October 11, 2017
 Hilton Hotel
 Myrtle Beach, SC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Ross Smith	President	X	
Rich Weber	Vice President/Program Director	X	
Bill Lane	Treasurer	X	
Duane Mummert	Secretary	X	
Vacant	2 nd Year Director		X
Kevin Nesbitt	2 nd Year Director	X	
Jessie King	1 st Year Director	X	
Melvin Stroble	1 st Year Director		X
Dale Overcash	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
Terry Bacic	Registration	X	
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Carl Burrell	Marketing/Arrangements/Events	X	
Max Justice	Governance	X	
Penny Mahoney	Membership & Marketing		X
Jenny Tang	YP / Members & Marketing	X	
Katlyn McIntosh	YP	X	
Randy Taylor	Marketing/Governance		X
Mike Abraczinskas	YP/Program Planning/Marketing	X	
Mark Hawes	Governance		X
Beth Partlow	Marketing/Governance	X	
Myra Reece	Finance/Program Planning	X	

I. President's Comments (*Ross Smith*)

Call to Order – CAPCA Board of Directors meeting was called to order by President Smith at 8:37 a.m.

- A. Housekeeping Issues for Opening Comments – Ross S. reviewed these comments with Rich W.
- B. Jim Joy Tribute – Bob King (Debbie?) Ross noted that Pat Walker would be doing the tribute due to a conflict with Bob King's schedule. Ross S. thanked Myra Reece for coordinating the tribute. Ross S. also noted that Jim's wife, daughter and granddaughter would be in attendance.

The board discussed ways to memorialize Jack Preston's passing earlier in the year. It was decided that Ross S. would recognize Jack's passing and his contributions to CAPCA following the Jim Joy tribute.

II. Secretary's Report (*Duane Mummert*)

- A. Review / Approval of Minutes from August 12, 2017, Board Meeting -- Kevin N. moved to approve the minutes with minor typo changes. Dale O. seconded. Everyone voted in favor to approve and the motion passed.

III. Treasurer's Report (*Bill Lane*)

- A. Review of Current Financial Status – Bill L. reported that fall meeting registrations are below budget so revenue is also below budget. Kristi Grigg has agreed to continue doing the bookkeeping. Bill L. reviewed the draft audit results, clean audit letter and observation letter prepared by Eve McCoy with the Board.

Recommendations from the audit included:

- Developing a policy for on-line banking
- Address the need for two-factor authentication

Bill L. reported the tax return for 2016 will be complete by November 6th.

IV. Spring 2017 Conference

- A. Program update (*Rich Weber*) – Rich W. reported all speakers were confirmed.

- B. Contributors and Exhibitors (*Ann Daniel and Connie McElroy-Bacon*) Ann D. reported that all contributors have paid. Ann also reported that exhibitor numbers were down but 5 were new, and they were trying out a different layout with food moved to the back of the exhibitor area. Due to the last-minute exhibitor hall rearrangement, the exhibitor booth numbers were out of order but exhibitors had the same numbers in case they were used in pre-meeting promotions. Ross S. will review the ISpy report card and ask attendees to look for hidden items in the booths during opening comments.

- B. Registration (*Ann Daniel and Connie McElroy-Bacon*) Connie M. reported pre-registration was 317 down from a normal of 325-335. There are normally 40-50 walk-ins.

The Board discussed concerns with dwindling CAPCA participation rates and it was noted that industry participation at trade associations and chamber meetings is down too. The board also noted the decrease in Title V permits issued in both states. A suggestion was made to cover more than air topics at one meeting. A marketing video is going to be filmed at the Spring 2018 meeting.

- D. Arrangements (*Connie McElroy-Bacon*)
 - 1. Thursday Theme – “The Spy’s the Limit” -- Connie M. reviewed Thursday evening activities and thanked Penny for all her hard work. Connie M. noted there would be a new DJ for Thursday evening at lower costs – Jason Jackson.
 - 2. Parking/Internet – Connie M. reported parking is free and attendees staying at the hotel could use room internet access codes.

V. Committee Updates

- A. Finance (*Myra Reece*) -- Myra R. reported no additional items beyond those discussed during the Treasurers report.
 - Investment Update – Bill L. reported investments are doing well as the market is doing well.

- B. Governance (*Dale Overcash*) – Dale O. reported the retention policy has been updated and the Governance Committee would be meeting after the Board meeting.

Dale Overcash reported that the CAPCA Nominating Committee recommends the following slate of officers and directors for CAPCA in 2018:

Past President – Ross Smith
President – Rich Weber
Vice President – Duane Mummert
Treasurer – Bill Lane
Secretary – Kevin Nesbitt
Second Year Director – Melvin Stroble
Second Year Director – Jessie King
First Year Director – Mike Abraczinskas
First Year Director – Barbara Sease

Jessie K. made a motion to approve the nominations as presented and Kevin N. seconded the motion. The board all voted in favor and the motion passed.

- C. Membership and Marketing (*Penny Mahoney*) – No report. The Board also acknowledged Penny's hard work with Marketing. A marketing video will be prepared at the Spring 2018 meeting.
- D. Young Professionals Committee Update (*Jenny Tang*) Jenny T. reported that Pamela Vaughan and David Hine with Fuji Film will give an industry perspective on a career in the environmental field.

VI. Other Business

- A. Survey Monkey (Randy Taylor) – Randy T. relayed through Ross S. that the survey is ready and the mobile app is up and running.
- B. Mobile App (Randy Taylor)

VII. Closed Board Meeting

No meeting.

VIII. Future Board Meetings & Schedule

- A. The next Board meeting will be October 13, 2017, immediately after lunch at the Hilton Hotel – Myrtle Beach, SC.

IX. Adjourn

Dale O. moved to adjourn the board meeting. There was a second by Kevin N. and all were in favor. The meeting was adjourned at 11:12 am.