



**CAPCA BOARD OF DIRECTORS MEETING DRAFT
 MINUTES**
 June 16, 2018
 Hilton Myrtle Beach, Myrtle Beach, SC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Rich Weber	President	X	
Duane Mummert	Vice President/Program Director	X	
Bill Lane	Treasurer	X	
Kevin Nesbitt	Secretary	X	
Mike Abraczinskas	1 st Year Director	X	
Jessie King	2nd Year Director	X	
Melvin Stroble	2nd Year Director	X	
Barbara Sease	1 st Year Director	X	
Ross Smith	Immediate 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>
Dale Overcash	Marketing Governance Committee	X	
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	
Beth Partlow	Marketing/Governance	X	
Myra Reece	Finance/Program Planning	X	

I. President's Comments (*Rich Weber*)

- A. Rich Weber called the meeting to order at 10:08AM. Rich Weber mentioned it is the attendance and participation that make CAPCA special. Thank you notes to be sent to Trey and Ken for the 2018 Spring Conference. Myra will get the address. Thank you Emails were sent, but Beth felt an actual note would be appropriate. Ann will get cards.

II. Secretary's Report (*Kevin Nesbitt*)

- A. Review / Approval of Minutes from April 11, 2018 Board Meeting
B. Review / Approval of Minutes from April 13, 2018 Board Meeting

Kevin presented the minutes for both meeting, comments were made and noted. The BOD voted to accept the minutes with the changes. Motion made by Duane and seconded by Jessie. Motion was carried.

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

- a. Review of Current Financial Status

Bill mentioned the numbers look good, asset showing good growth and CAPCA is in a good spot at the moment. The question is how will upcoming expenses impact us. Looking at Kristi's breakdown, the budget looks good at about the 50% mark and booth revenue looks good. Expenses are running a little high. Bill mentioned that what is really happening is the collection for food and membership are masking potential deficits. Cost per person does not match revenue and these numbers speak for themselves. Cost per person is not matching revenues. Bill mentioned the need to be thinking ahead as expenses are going up. Melvin Stroble asked if we hadn't done an analysis. Connie stated attendees cost money. Randy said contributions are off. Bill thinks contributions can be made up and noted the fall session costs less, the cost will likely be more in spring and continue to grow. CAPCA is not bringing enough in. Rich mentioned 50th celebration cost. Kevin suggested an increase is needed. Melvin asked what the cost breakpoint for regulators. Connie mentioned the number of people guaranteed low rates and suggested a price adder. Bill Lanes suggested fees going up. Rich mentioned if we decide to increase fees the decision needs to be made by December. Max Justice mentioned there have been no historic about price increase and a decent level of tolerance. Kevin mentioned we need to raise awareness of this

issue, Rich mentioned a possible announcement being made at the Fall Conference. Ross asked if the Survey Monkey could be used. Randy Taylor mentioned incremental increase with Connie stating they would better if done every year. Rich stated all the fees were on the table for discussion. Connie stated the only consistent complaint is the guest fees. Mike A. asked what the revenue target is. Bill said this was still up for discussion, spring went well regarding booths and attendance but the fee structure is limiting our ability to grow and serve. Barbara suggested small increase with Rich asking about the exhibitors. Kevin stated smaller companies complain about the costs. Connie mentioned the booth costs are complained about. Dale stated the AWMA booths in Raleigh a few years ago were \$10,000 each. Jessie said we need to do anything we need to. Duane Mummert said we should know the asset numbers as we seem a little short still.

b. 2017 Tax Filing Status

Regarding the tax filing status, CAPCA filed for an extension and will complete this summer.

IV Spring Conference Wrap-Up

A. Attendance Trends (Rich Weber)

Rich made some comments. Total number of attendees is up just above 400. Regulators and gov't people are trending back up. 2018 was the highest in 6 years. Industry has stabilized, consultants have grown. The only negative is equipment sales people is trending down. Legal is also trending down. Other categories, Environmental services are stable.

B. Survey Monkey (Randy Taylor)

Randy stated per the Survey Monkey, 0-5 years experience is trending up. Most popular sessions were the NC Update, EPA Update, and Greenhouse Gases 101. All excellent. So in general the agency updates were very well received. A lot of interest in Title V. Regarding how people learned of CAPCA, a lot of word of mouth. Fall was a really good program. Rich stated Wednesday was good, the speakers and the professor from Duke. Jessie King felt that the YP program has grown well. Rich also stated the keynote speakers had helped significantly.

For question 9, the Wednesday AM technical session asked for a list of ideas. Only 6 of 69 comments were negative. This include the screens in the session halls, they should be made better. Dale mentioned posting of the presentation. Rich affirmed the need for session chair to QA the presentations prior. Mike suggest the monitor the fonts and colors for visibility. Randy said other comments included the charge for garage parking, the long service line at the YP event, should two lines be used. Connie mention Harvey is updating the website. Randy said an additional good comment was the theme, the vendors like it. The scholarship was mentioned. Beth felt if we weren't see the marketing value, we should award it ourselves as it is in a general pool. Penny said a good start would be announcing it. Penny has the info. Rich said we need to refresh the scholarship. Melvin suggested mentioning it on the website. Melvin raised the question of its' value as it is not a significant amount.

V. Fall 2018 Conference

A. Program Development (*Duane Mummert*)

Program committee met. Wednesday Stack Testing 101 first session Wednesday session 1 Combustion Control, 2 Release reporting Thursday AM Stays the same, Thursday PM Industry Representative, Compliance Audit, 2 Bill Wehrum NSR reform. Friday AM 1. Creating the Record Bill and Beth, and 2 Emerging Contaminants Duane (Lab Capabilities)

1. Wednesday Morning Technical Session – Source Testing 101

General comments included a review by Rich Weber of the positive remarks regarding of the Wednesday Technical Session. Duane mentioned Source Testing as a topic. Rich also mentioned Control Device 101 and 201 Levels of courses and maybe having two rooms. Rich also mentioned the final head count was 37 not 29. Kevin Nesbitt asked if the fee should be \$150., Rich would like to keep it at the current \$100, with Ross commenting we should continue to build awareness and the reputation. Jessie King stated lunch was a benefit. Rich suggested air Modeling 101, Dale mentioned that would be more complicated and Duane mentioned there might be fewer attendees for 201 courses, as people at that level have more experience. Dale asked what the next step is after a 101 level, Jessie mention CEU credits as a benefit. Kevin hoped for incrementally increasing attendance.. Jessie suggested leaving it at one session and see how the Fall goes. Rich stated leave it at \$100 and go with Source testing. Rich inquired who might instruct- Randy mentioned Walt Smith. Rich mentioned TRC, AECOM, Duane suggested GEL, Myra Reece suggested Integrity, Katelyn mentioned Grace. Rich

would like to see a broad company, consultants would be best. Dale stated Mike Hartman and Jim Serne would be good candidates with offering the course every 2-3 years. Myra suggested a 101 Technical and Regulatory Aspects session. Duane mentioned a show and tell session with Rich suggesting it for basic equipment. Randy Taylor also mention Test America as in instructor. Rich suggested Jim Serne of CEC and Barbara said CEC will committed. The BOD decided on Source testing 101 at \$100 per person. Duane made a motion, seconded by Mike A. Motion was carried.

2. Session Topics and Speaker Assignments

Wednesday AM session

Duane started review of the session and speaker assignments. For Wednesday no control device, Kevin mentioned some sale pitches have happened, even with people he know well. Rich suggested a control device 101, Myra was interested in new technologies with biofilters being suggested by Dale, although they are formaldehyde specific. Rich wanted to continue with basic information but Beth suggested it not be called 101. Mike suggested the technical session and the first session compliment each other. Randy mentioned the Wednesday afternoon was well attended. Dale sated this has changed a lot, people are coming. Rich suggest NOx and burners as a topic. Dale suggest boiler. Rich suggested NOx Burner, Fans, and SCR. Ross suggested flare. Dale stated the only flares are typically at landfills. Rich went back to combustion, particulate, VOC, and good combustion practices. Barbara suggested break-out session. Jessie suggested questions in the middle after each speaker. Beth said that might be more difficult, but better. Dale mentioned it could cause timing issues. Jessie said change is good, make it a little different and interactive. Dale mention fans again, and Rich settled on combustion controls and components.

Wednesday PM session.

Duane suggested based on meeting notes and Survey Monkey, EPRA or CERCLA. Barbara mentioned that's outside of air. Jessie felt that is a good thing and suggest David Hines of Fuji as a potential speaker. Dale said it is hard to get industry speakers. Rich asked what the title would be, Duane stated EPRA/CERCLA. Beth suggest Release Reporting. Duane asked if we could find an industry person to do CERCLA, or perhaps an agency person. Mike suggested Department of Public Safety. Rich mentioned Fire Departments (FD) and Local Emergency Planning

Committees (LEPC) do once a year walkthroughs. Myra stated SC is helping developing LEPCs. Beth suggest a session on when things have gone wrong, and said reports are filed and forgotten. Mike suggested an agency person from an area with a large industrial base, like Charleston. Duane suggested local, which Jessie though interesting. Beth suggested building relationships with exercises. Jessie like the idea of partnering and real world experience. Myra suggested a case study of events or programs. Beth suggested identifying where an actual release occurred, in line with when it happens, the agency is ready. Myra suggested how it could've gone wrong. Bill asked the question regarding if it was below the reportable limit. Beth asked in that event, who makes the call. Duane said this would help companies get their scenarios down. Rich stated they would be doing their math ahead of time.

Thursday AM Session

Rich suggested an update on Chemours, Duane suggested saving that for Friday last to keep attendance. Rich asked to see the other side as it is pretty contentious. Jessie agreed with doing it Friday. Duane asked who gives the other perspective. Bill said we should look for an update, not a point/counterpoint and maintain good relationships. Myra mentioned Emerging Contaminants, Jessie felt that had been dealt with. Duane asked if standards had been developed. Jessie suggested Mary Russell for Emerging Contaminants. Rich asked if for Friday and Ross said it would hold folks. Mike stated it depends on the concept. Mike mentioned possibly unreported compounds nationally, feeling that we should look at the larger picture. Myra said this is a big discussion nationally. Mike stated is was multimedia. Myra suggested Janine Guttles (SP). The bigger story alludes the new administration and goes back to EPA establishing MCL conversations at the state level. One system at a time. A possible speaker might be Mark Edwards from Flint, MI. Its' a challenging issue. Jessie asked about a discussion regarding the science EPA might be providing to the states. Myra stated with budget cuts, the states can't provide this. Myra mention Citizen Testing with Bill stating that is an open ended topic. Mike suggested the national perspective, monitoring technologies for both water and air and risk communication.

Moving on Duane asked about the new director of SC DHEC. Rich noted the last two speakers were from NC. Myra mentioned David Wilson as Acting Director. Dale industry is an alternative. Rich suggested SARA with Duane saying it should be followed by a Q&A.

Thursday PM Session

Ross stated there are no YP speakers, Duane mention Bill Werham. Rich asked that somebody reach out to Bill. Myra agreed to do so. Duane suggested Attorney Client Privilege/Audits/NSR/Once in Always in /RMRR/RTR. Bill suggested NSR. Do a Panel. Beth felt it was too high for just a panel. Duane stated we may have to carve out a session. Bill said if not in the fall, then spring. BP mentioned we could have this topic in lieu of a SC individual and the privilege access could be shortened, possibly how does the process work? Jessie felt a mock trial, a lot of work, but interesting. Barbara asked about refrigerant and Duane responded it was done last fall. Rich got back to the mock trial idea, how do we set it up.. Beth said start with a set of facts. Melvin asked if it might be more suited to a workshop. Beth likened it to putting on a play, really abbreviated. Bill mentioned transcripts. Jessie said they could find people, maybe YP could be involved. Max mentioned does and don't, Beth suggested "Creating the Record" and Duane agreed. Jessie suggested Steven Weber or Ethan Ware. Beth, asked what to write down, etc. Bill mention the creation of the document. Bill and bath agreed to make this effort, with possible leaning toward enforcement appeal.

Duane moved on to NSR. Dale started regarding the EPA, if you can't the first guy, get the second guy. Mike mentioned TSCA in Fall of 2016. Barbara suggested Compliance Audits, Duane Inspection Compliance Assistance. Beth suggested auditing, voluntary disclosure, and attorney client privilege. Rich mention risk based protocols Randy Taylor brought up changes in NSR policy, with Mike commenting NSR doesn't have a big impact in NC. Rich stated Title V is dominant, PSD is a better option. Focus on TV and major HAPS. Bill wanted to look at industry standard for certification. Beth again mention audits, voluntary disclosure, regardless of what's driving the audit, whether consultant, lawyer, or industry. Melvin will take the session. Duane again mention NSR reform, with Rich asking can state regulators touch on NSR reform? Randy offered to do NSR if need be. Kevin suggested question with a panel. Beth offered to draft the questions.

Friday AM Session

Mike started with adjustment to water systems. Rich suggested starting with science, Title Emerging Contaminants. Mike suggested inviting a chemist. Rich mention MCL, etc. Drinking water standards, and links between air and water. Mike stated it's a national program requiring EPA leadership. Duane suggested ticking with Mikes. Mike suggested a DC

water guy- Garratt. Myra suggested Sheila might have ideas, Bill mention EPA Region 4. Duane suggested including laboratory capabilities. Mike agreed there are lots of lab. Myra noted universities are getting involved. Melvin noted Pace analytical has a wide footprint, GEL is a strong regional lab. Bill said GEL is on the front lines. Mike asked who is in regional communications. Myra stated Fran Marshall is the risk communications specialist, very engaged in very difficult drinking water issues. Duane agreed to chair.

3. Deadline for Session Descriptions

Deadline for Conference Speakers will be after the August BOD Meeting

4. Conference VIP Speakers

EPA Senior Leadership Invited

B. Contributors and Exhibitors (*Ann Daniel and Connie McElroy-Bacon*)

Ann stated we have 32 of 60 booths signed for. Rich stated this is right on track.

1. ID Potential Contributors to Contact Rich asked about contributors, Ann stated some had budget issues and suggested we send a reminder to past and potential contributor to help get the contributions into their budget. Dale said there was more industry at one time. Randy mentioned

Duke, Dominion, BMW among others. Connie mentioned Colombo Energy. Myra suggested the Environmental Excellence Group.

Per Ann- CAPCA's 2018 Conference Contributor Program

BENEFACTORS OF CAPCA (\$1,500+)

1. AECOM • BMW Manufacturing • Boeing
2. Duke Energy has committed but no payment yet.
3. Parker Poe • Williams Mullen
4. DONORS OF CAPCA (\$750)
5. Council of Industrial Boiler Owners (CIBO)
6. Trinity Consultants
7. SUPPORTERS OF CAPCA (\$500)
8. Environmental Resource Management (ERM)
9. GEL Engineering • Integrity Air Monitoring
10. Kilpatrick Townsend (new this year)
11. Nelson Mullins - Karen Aldridge Crawford
12. Nelson Mullins - Bernard F. Hawkins, Jr.
13. Patheon (new this year after the spring meeting)
14. S.C. Pulp & Paper Assoc.

Companies that were contributors in 2017 but not 2018 are:

1. Santee Cooper
2. SCE&G

- C Registration (*Ann Daniel and Connie McElroy-Bacon*)
1. YTD Registrations- Connie stated there were 25 registrations currently, mostly exhibitors.
 2. Any Changes Needed to Registration Form- Connie stated there were minor form changes, Rich mentioned to clarify the technical session. Connie mentioned the CC onsite using a business iPad, switching is complicated and suggested the business cube. \$49.00, plus \$2.75 a swipe. This provide a receipt by Email with the money going directly to CAPCA's account. Reports are also generated. It does require dedicated internet. A motion was made by Kevin to purchase the cube at \$49 if required and seconded by Melvin. The Board voted in favor.
- D. Arrangements (*Connie McElroy-Bacon*)
1. Thursday Theme "Team Night" with a ballpark food, etc. Soft serve ice cream and she is working on getting local mascots
 2. Parking/Internet No parking fee in front
 3. Gifts / Other
The gift for the fall is a blanket. The 2023 Spring Contract can be done now, Connie has looked at the Biltmore and the room rates are comparable. The facility charges are also similar. The need for an AED was mentioned, they are not close by. Ann mentioned they are self prompting. Randy had mentioned a like was saved at Duke Energy due to an available AED. Connie will continue to ask.

VI Committee Updates

- A Finance (Kevin Nesbitt)
- 2017 Financial Audit Review Letter has been completed. Kevin will work with Bill on an online banking policy.
- B. Governance (*Ross Smith*) Ross thanked Beth and Dale. Beth is working on the online banking policy as well. The refund policy will be reviewed. Beth asked Ann for a copy of the refund policy. RW asked if the CAPCA Secretary can access the DropBox. The policy can be amended to provide for this. Beth agreed. Kevin made a motion to accept the change, Melvin seconded the motion. The Board voted to approve.
- Document Retention Policy No info
- C. Membership and Marketing (*Penny Mahoney*)
- Marketing Video Penny started the video was excellent and has been posted to Youtube. Duane mentioned we should email the link to membership. Penny also mentioned we should use the link on the website.

- 50th Anniversary Update

Penny stated the spring event will be “50 Years of Magic”, Fall will be “Beach Party” Gifts still need to be selected for the Spring. Costs have been controlled with the Luau. Looking for 50th Keynote Speaker- Jon Halle, Eric Sweitzer, and Max Justice suggested.

D. Young Professionals Committee Update (*Jenny Tang*)

- Summer Social Event Date and Location

Katelyn stated the summer event will be a pub in Raleigh with 20 attendees and similar in SC. Jenny T is in contact with Jonathan Locklear of S&ME and looking for a venue and a sponsorship. Tentatively set for August. Connie did great messaging on the YP’s behalf.

- Event Planning for Fall Conference

Duane asked what kind of speakers were upcoming. Katelyn stated per Jenny Tang, there are no speakers to date, the YP’s prefer networking and teambuilding. Randy mentioned at the YP’s had wanted experience or insight previously. For the Wednesday night cornhole, sponsors are Koury Scientific (keg and music) and Thermo (Kristine) keg and Bartlett Controls for the boards.

General notes- LinkedIn posting is slow, not solely for YP’s. Rich suggested we post the video.

VII Future Board Meetings & Schedule

A. Next Board Meeting: August 4, 2018, Hilton Hotel – Myrtle Beach, SC

VII Closed Board Meeting

Connie suggested providing Terri with a small raise for her efforts and learning curve. A motion was made by Barbara to accept and seconded by Rich and the Board voted in favor.

VIII Adjourn

A motion to adjourn was made by Melvin Stroble, seconded by Bill Lane. Meeting was adjourned at 3:47PM