



CAPCA BOARD OF DIRECTORS MEETING

June 13, 2015
Hilton Hotel
Myrtle Beach, SC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Beth Partlow	President	X	
Dale Overcash	Vice President/Program Director	X	
Rich Weber	Treasurer	X	
Ross Smith	Secretary	X	
Myra Reece	2 nd Year Director		X
Bill Lane	2 nd Year Director		X
Mike Abraczinskas	1 st Year Director	X	
Duane Mummert	1 st Year Director	X	
Randy Taylor	Past President	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
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*)

- a. Meeting called to order by President Partlow at 1:00 PM
- b. Update on Hotel Contracts
 - Contracts have been signed with Grove Park Inn and Hilton-Myrtle Beach through 2021.
 - Consider change in overflow hotel (or additional overflow options) for Spring-Asheville meetings. Connie to review contracts, review accommodations, and develop alternatives for Board consideration.
- c. Contributors / Exhibitors / Survey Monkey
 - Exhibitor space issue from Spring 2015 meeting was reviewed and discussed.
 - Priority booth selection will be provided to contributors that pay contribution and exhibitor space fee by deadline (January 15th).
 - Advertising updates for advertisers have been submitted to the program publisher.
 - The Survey Monkey report for the Spring-2015 meeting was reviewed and discussed.

II. Secretary's Report (*Ross Smith*)

- a. Review / Approval of Minutes from April 8 and 10, 2015 Board Meetings
 - Motion by Dale Overcash, second by Randy Taylor to approve minutes from the 04/08/15 and 04/10/15 Board of Directors meetings – motion passed.

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

- a. Review of Current Financial Status
 - Reviewed profit and loss statement.
 - Good financial status with net income posting comparison to budget.
 - Sub-account 5026 (Gifts Expense) to be transferred to sub-account 5034 (Souvenirs Expense).

IV. Fall 2015 Conference Overview (*Dale Overcash*)

- a. Program (*Dale Overcash*)
 - Reviewed draft agenda that was developed during the 06/13/15 Program Committee meeting.
- b. Registration (*Ann Daniel and Connie McElroy-Bacon*)
 - Registration is currently open and active.
 - Reminder will be distributed to mailing list.
- c. Contributors / Exhibitors (*Ann Daniel and Connie McElroy-Bacon*)
 - 28 exhibitors currently reserved for Fall-2015 conference (72 total spaces available).
- d. Arrangements (*Connie McElroy-Bacon*)
 1. Thursday Theme
 - Oktoberfest: food and entertainment was discussed.
 2. Parking/Internet
 - parking to be free.
 - internet: new system at Hilton-Myrtle Beach as of 06/12/15.
 - internet: presenters to have internet access (specifically for The EJScreen presentation).
 3. Gifts / Other – beverage thermos container for Fall-2015.

V. Committee Updates

- a. Finance Committee (*Bill Lane/Rich Weber*)
 - Rich Weber reported in the absence of Bill Lane.
 - Alternative finance / investment vehicles are being evaluated.
 - Discussed “minimum balance” for fund with consideration of Estimated Cancellation Fees.
- b. Governance and 5-Year Plan (*Randy Taylor/Max Justice*)
 - Trade Mark: the application has been filed, and currently no objections have been received. Expect this phase of process to be cleared next month.
- c. Membership and Marketing (*Penny Mahoney*)
 - Theme for Fall-2015 meeting: Oktoberfest

- Discussed AWMA 2015 Conference arrangements – still need some volunteers for CAPCA table in registration area.
 - Scholarship process: to be updated in Director’s manual.
 - Discussed involvement with other groups / sensitivity marketing to groups.
 - Discussed status of letters from state regulatory offices to Title V permittees.
- d. Young Professionals Committee (YPC) Update (*Fern Paterson/Randy Taylor*)
- Reviewed YPC luncheon at Spring-2015 meeting.
 - Reviewed participants involvement and future plans.
 - Planning to continue YPC luncheon on Wednesday at the Fall-2015 meeting.
 - Discussed Wednesday evening activity (Corn Hole) at the Fall-2015 meeting.

VI. Other Business

- Discussion of 50th Anniversary planning scheduled for the agenda of the August-2015 Board of Directors meeting.

VII. Closed Board Meeting – N/A

VIII. Future Board Meeting & Schedule

- a. The next Board meeting will be August 8, 2015, at the Hilton in Myrtle Beach.

IX. Adjourn

- Motion by Dale Overcash / Second by Mike Abraczinskas to adjourn meeting – motion passed at 2:57PM