



CAPCA BOARD OF DIRECTORS MINUTES OF  
 Program and Board Meeting (Moore van Allen Office – Charlotte, NC)  
 June 17, 2023 @ 9:15 am

<b><u>Board Members</u></b>	<b><u>Role</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Jessie King	Past President		X
Mike Abraczinskas	President	X	
Rhonda Thompson	Vice President/Program Chair	X	
Tim Agner	Treasurer	X	
Amy Marshall	Secretary	X	
Fern Paterson	2 <sup>nd</sup> Year Director	X	
Rob VandenMeiracker	2 <sup>nd</sup> Year Director	X	
Margaret Sembos	1 <sup>st</sup> Year Director	X	
Ruth Albright	1 <sup>st</sup> Year Director	X	
<b><u>Staff Members</u></b>	<b><u>Role</u></b>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Bookkeeper		X
<b><u>CAPCA Committee Members</u></b>	<b><u>Committee Represented</u></b>		
Kevin Nesbitt	Governance		X
Dale Overcash	Governance		X
Carl Burrell	Arrangements/Events		X
Rich Weber	Governance		X
Sanjam Singh	Young Professionals		X
Pierce Werner	Young Professionals	X	
Randy Taylor	Marketing		X
Beth Partlow	Marketing/Governance		X
Mark Hawes	Governance		X
Melvin Stroble	Young Professionals	X	

## Program Committee Meeting

- a. Began at 9:17 am
- b. Survey Monkey topics for the conference and list of contributors were distributed
- c. Weds morning workshop – goal is a 101 type class to attract young professionals; CEMS basics was an idea - Tim and Margaret to develop an outline of the class and find speakers, 2.5 hours
- d. YP lunch – speaker and game
- e. Weds afternoon – 4 “shorts” again
- f. Thursday morning – EPA wants 2 speakers again, NC/SC AQ directors – fireside chat but post some slides, break, QnA, keynote is industry association rep or 2 giving perspectives on how what EPA is working on will affect industry
- g. Thursday afternoon – permitting part 3 session, de-carbonization/electrification session
- h. Friday morning: PM2.5 NAAQS session – status of NAAQS revision, testing, monitoring, SIP activities/timeline; legal update session focus on recent NC, SC, fed cases
- i. Keep structure of no break in between Friday morning sessions to have high Friday attendance, prizes/gift cards
- j. Reviewed top contributors to check for speaking/moderating opportunities
- k. Reviewed schedule for getting agenda published online by August 18
- l. Rhonda to send Connie topics next week to post online and open registration
- m. Concluded at 11:05am

## Board Meeting

### President’s Comments (Mike Abraczinskas)

- a. Call to Order at 11:19am
- b. Introductory comments & review of agenda

### Secretary’s Report (Amy Marshall)

- a. Review and approval of minutes from April 12 & 14, 2023 BOD meetings – small changes noted to the minutes
- b. Ruth Albright motioned to approve the April 12 minutes with one small change noted, Tim Agner seconded, motion passed.
- c. Ruth Albright motioned to approve the April 14 minutes with one small change noted, Tim Agner seconded, motion passed.

### Treasurer’s Report (Tim Agner)

- a. Overview of current financial status – statements provided
- b. Updated budget status based on actual spring conference attendance
- c. Opportunities for additional contributors in the fall, e.g., ala carte, and for increasing the contributor list were discussed
- d. Email the suppliers the ala carte opportunities

Reviewed survey monkey results for spring conference, discussed having a contributor print condensed paper agenda, put up 2 poster boards with agenda for people to see rather than having it all on the app, QR code with link to agenda

### Fall Conference Agenda (Rhonda Thompson)

- a. Overview of Program and Speakers – all the topics are set, chairs to work on getting speakers

- b. Timeline for Publishing Agenda on the website by August 18 – get details to Rhonda by August 4

#### Fall Conference Arrangements (Connie McElroy-Bacon & Ann Daniel)

- a. Whova & Registration – set up, can open anytime – have paid for the next 3 meetings
- b. Have 14 exhibitors so far and some associated registrations
- c. Food and beverage expectations. Reviewed contract minimum.
- d. Hotel arrangements – block is open at Hilton, will check to see if we can get any at the govt rate
- e. Promotional item – no leftovers from prior years, Connie to check with Black Rock Branding exhibitor from spring to see if they will discount or sponsor giveaways. We will have gift cards for the end of the Friday session.
- f. Thursday evening theme – football tailgate party.

#### Contract Negotiations for Spring 2025 (Connie McElroy-Bacon & Ann Daniel)

- a. Connie has asked Grove Park for a contract for 2025, working on room rate and food and beverage minimum. Will ask for rough numbers for 2026, will ask if rates change if Mon-Wed instead of Wed-Fri. Board to review and consider at the August board meeting.

#### Review dates/locations for upcoming Board meetings

- a. August 25 in Raleigh – in person/virtual hybrid, starts at 1pm at NC DAQ.
- b. November 18 at Grove Park
- c. February 3, 2024 at Grove Park
- d. November 23, 2024 at Grove Park

The dropbox account was discussed because the charge to renew it just showed up – the President assigned the secretary as the administrator of the dropbox account.

Connie to check with Randy to see if we have any surveys left on Survey Monkey or if we will do the conference survey in Whova next time.

#### Committee Updates

- Finance (Amy Marshall and Tim Agner)
  - Tim will send the tax information to Brittingham Group after this meeting, taxes should be submitted by end of July
  - An external financial review for calendar year 2022 is needed in 2023 – Tim and Amy to schedule with Brittingham in the fall after the taxes are done
  - Contributions Sub-Committee (Kevin Nesbitt not present). Will pursue additional ala carte contributions, sub-committee was requested to meet prior to fall board meeting.
    - Ruth reviewed the contributors vs the benefits – currently every level of contributor has the benefit of moderating a session during a conference, which is not practical.
    - For 2024: We will remove moderating from the list since the board members typically are putting the sessions together and moderating. We will keep the speaker opportunity as a benefit for platinum and gold. Take off the advanced priority exhibit selection to simplify the process. Increase green level to \$1500. Update “conference agenda desktop publishing” (3) to “condensed program printing” (1). Update beverage contributor to \$850. Update refreshment break contributor to \$1000. Need to synchronize the matrix and the pledge form on the website – Connie will do that.

- Rob V moved to accept these changes, Margaret Sembos seconded the motion, the motion passed.
- Governance (Jessie King not present)
  - Jessie will hold a meeting prior to the August board meeting and give an update then.
- Membership and Marketing (Ruth Albright)
  - Ruth to work on a schedule for the Linked In posts advertising conference.
  - Can we develop something that the economic development people can put into a package for new industry coming into the Carolinas?
  - Connie to take the video off the website because it is dated. Ways to update it were discussed – perhaps put together snippets during the conference, perhaps put in Whova. YPs to consider content development.
- Young Professionals (Pierce Werner)
  - Will schedule a meeting to discuss action items.
  - Need to form a small committee.
  - Will plan a social event, volunteer event before fall conference.

#### Other Business

- None to discuss.

#### Adjourn

Rob V moved to adjourn the meeting, Fern Paterson seconded the motion, the board voted to adjourn at 2:36 pm.

Submitted by Amy Marshall, Secretary  
June 17, 2023