



CAPCA BOARD OF DIRECTORS MEETING
MINUTES OF February 9, 2019
 Grove Park Inn
 Asheville, NC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Duane Mummert	President	X	
Rich Weber	Past President	X	
Bill Lane	Vice President/Program Director		X
Kevin Nesbitt	Treasurer	X	
Jessie King	Secretary	X	
Mike Abraczinskas	2 nd Year Director	X	
Barbara Sease	2 nd Year Director	X	
Rhonda Thompson	1 st Year Director	X	
Khalid Ahlnady	1 st Year Director		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 (*Duane Mummert*)

- A. Call to Order – Duane M. called the meeting to order at 11:19 am.
- B. Introductory Comments – Duane M. welcomed everyone.

II. Secretary's Report (*Jessie King/Kevin Nesbitt*)

- A. Review / Approval of October 24, 2018 and October 26, 2018, Board Meetings Minutes – Minutes were reviewed and minor edits to spelling, etc. were proposed to Kevin M. Barbara S. moved to approve the 10/24 and 10/26 meeting minutes, Mike A. seconded. Motion passed.
- B. Review / Approval of the October 26, 2018 Board Annual Meeting Minutes - Minutes were reviewed and minor edits were proposed to Kevin M. Rich W. moved to approve the 10/26/18 Annual Meeting minutes. Barbara S. seconded. Motion passed.
- C. Review / Approval of the December 8, 2018 Board Meeting Minutes. Edits were requested by Mike A. and others after review for spelling and accuracy. Mike A. moved to approve the minutes with edits. Barbara S. seconded. Motion passed.

III. Treasurer's Report (*Kevin Nesbitt*)

- A. Review of Current Financial Status
Kevin N. reported CAPCA has a balance in the money market and operating account. He doesn't have access to vanguard acct so doesn't have that amount for the Board today. Kevin N. is registered now to sign on the signature card as Treasurer. The new budget has to be revised with new rates. We previously had a negative. With the new fees, we believe we will break even or be a little better to allow for any unexpected issues. For exact numbers, it was noted that Bill L. as past Treasurer sent a December 13, 2018, spreadsheet with the numbers. Mike A. stated according to Bill L.'s email CAPCA was less for 2019 budget as of Dec. 5th.
- B. Review Dues and Fees for 2019 Meetings
Duane M. referred to the CAPCA 2019 Fee sheet attached to the agenda. Ann D. and Connie said there have been no negative comments to the increases. He reiterated the Budget should be a breakeven budget.
- C. Review 2019 Budget / Approval
- D. CAPCA Board approved the 2019 Budget during the December meeting. It will be adjusted with the new Fees/Dues approved in December.

IV. Spring 2019 Conference (Mike Abraczinskas)

A. Program Development (Mike Abraczinskas)

1. Wednesday Morning Technical Session will be PSD Permitting 101: Chapter 1 - Mike A. discussed the workshop will be a PSD Permitting Workshop (title) – we will not call it 101 or Chapter 1. There will be three instructors, Joe Sullivan, John Hill (Trinity), and John Evans (RTP). At the YP Mtg will be ice breakers and games.

2. Session Topics and Speaker Assignments - First Session: Energy Efficiency with Rich W. Chairing. Steve Hall, John Bacon (TRC) and an Industry Rep will be speakers. Wednesday afternoon will be When Your Air becomes Water or Waste. Andy Turnbull confirmed speaker and another co. speaker needed for PM Control. Kevin N. is chairing. Will also have a WW Treatment Person as third speaker. For Thursday, Duane will introduce and discussed welcoming Past Presidents at this time and a slide listing them as well for the 50th Year. The Board agreed we need to invite all Past Presidents. Rich W. asked who has that list and Dale O. stated he has it and believes it is in the Board Package. This Past President moment will be just to recognize the ones in the crowd. Katelyn volunteered to put a slide together of all the Past Presidents. Thursday Morning EPA Update will be either with Beverly Bannister or an alternative EPA representative if Beverly can't make it. Rhonda T. and Mike A. will do the SC and NC Update. Susan Bodine EPA OECA person being targeted for EPA afternoon talk. Thursday after lunch will be the Program Committee and YP Program meetings, then Barbara chairing the Emergency Response session with consultant and industry representative. The Board agreed to move the Inspection and Compliance Tools talk from Friday afternoon to Thursday afternoon due to scheduling issues mentioned by Bill L to Mike A for one of his speakers. Rhonda T. is chairing the Inspection and Compliance Tools but President/Bill may give a Platinum or Gold sponsor the opportunity to be the chair/moderator. AECOM is a Gold Sponsor and will be moderating and speaking at the PSD Permitting Workshop. Friday morning will be the legal update with Ethan Ware and Sean Sullivan with Troutman Sanders. Jessie K. is chairing but stated she is willing to give the moderating to a Platinum or Gold Sponsor. The last session will be Bill Lane's with the UNC Law Professor and one other discussing 1990 CAA Amendments Retrospective. The Board agreed to change the Program Planning Chart to have two new columns to show Sponsor Moderators and Sponsor Speakers so we can keep track of Sponsor Benefits.

3. Conference VIP Speakers – ERM and AECOM are both pledged as gold and both are being asked to speak at the Spring Conference. As other checks come in for Gold or Platinum pledges, they will be allowed to speak accordingly depending on availability.

4. Deadline for Session Descriptions – The Board agreed to ask all speakers and agenda discussions to be finalized by March 1, 2019. Connie M-B requested chairs get the contacts for speakers to her as soon as possible so they can get

their rooms before the mid-March cutoff. We waive registration for speakers but not room fees. Bill L. /Mike A. will get the new Spring 2019 Agenda to the Board next week.

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

1. Exhibitors: Ann D. stated there are currently 34 Exhibitors registered for the spring and 13 for the fall. Maximum Exhibitors is 56 for Spring and 65 for Fall. We have 1 new one for Spring Conference – Torah Consulting.

2. Contributor Program Review (Jessie King) – We have a new Contributor Level table which is up on our website so we need to review and make sure we deliver the applicable benefits correctly. Ann reported the following pledges: Trinity, AECOM, ERM, BMW, Kilpatrick (check arrived this week). Connie M-B stated they need new ribbons for badges for the new contributor levels.

3. Past Contributor Feedback (Ann Daniel) – Ann D. explained certain prior contributors have requested we consider a \$500 level for contributions with advertisement in Agenda. The Board discussed that there are A La Carte Contributions that fit this description and those contributions allow for a ½ Page ad in the Agenda. It was stressed that the Board/Ann D. need to communicate to potential contributors this benefit of “a la carte” donations. There was discussion as to what is the benefit of Platinum above and beyond the Gold. The Board went through all the Benefits in the Contribution Page to make sure the Conference Program Chair understands them and gives all the benefits to a Contributor. Priority Speaking will be managed as it comes in, as will moderator and exhibit benefits. It was agreed the Contributor Level handout needs to reflect that there may be times the benefits listed need to be adjusted due to timing of contribution and available spots. Regarding the APP, we will try to come up with a way to promote the Contributors on the APP, since a lot of attendees do not use the hard copy Agenda anymore. Randy T. stated he work on this and will try to have the APP link to the larger Contributors website page. The CAPCA Website will have all the logos on it and there will be links on the website and APP for whoever has the full-page ad (Platinum, Gold, Silver). Katelyn M. stated she will do this for LinkedIn as well (social media promotion).

It was agreed that Jessie K. would tweak the Contributor Levels Sheet to ensure it is clear what is given, give Silver Sponsors a full-page ad, and other adjustments needed for clarification of Benefits. It was also agreed she would put together an instruction book with assignments for the Contributor Level Benefits to make sure none fall through the cracks. The President stated he would reach out to past Contributors to explain a la carte options and benefits.

4. New Contributor Generation Ideas (All) – It was agreed there are new companies coming to NC and SC that need to be targeted for potential greater involvement in CAPCA and as potential sponsors. Board needs to explore ways to track new companies that may have air interests and reach out to them.

C. Registration (Ann Daniel and Connie McElroy-Bacon) – Ann D. and Connie M-B. reported that there are over 90 people registered for the Spring Conference. This is good for this time of year.

D. Arrangements (Connie McElroy-Bacon) – Connie M-B. stated she met with the GPI staff this morning to firm up the conference arrangements. She and Carl B. were able to keep any increase in costs to 3.5% or lower and actually received a savings per bottle for the wine. There are very high food/beverage minimums at the GPI (\$93K). She added a spot for Wednesday Night Magician at Symposium and requested 2 Bartenders at the YP event to prevent long lines forming. The Theme is 50 Years of Magic and there will be Centerpieces, Jugglers, Table Magic, and a Costume Contest. The Exhibitors will have “magic stamps” and there will be a magic curtain. Randy T. discussed that he needs Board approval to get the Attendify APP for the Spring Conference. This is believed to already be approved as part of the 2019 Budget (under Miscellaneous – Line Item 5038). Since past Treasurer not at the meeting, agreed to approve Randy T. spending the money. A motion was made by Kevin N. to allow Randy T. to spend up to \$2500 in 2019 to get the APP for both conferences. The Motion was seconded by Barbara S. Motion passed.

V. Committee Updates

A. Governance (*Rich Weber*)

1. Document Retention Policy – The Board and Committee members discussed the fact the policy has been put off because of the amount of work it would take to get all the historical documents into a web-based sharing program (i.e. DropBox) and to monitor it to be sure documents are kept for the appropriate amount of time set forth in the policy. Jessie K. and Rich W. offered to get started with it so long as someone locate the disc with a lot of the old files mentioned in the Policy. Dale O. stated he had a box with the discs at one time. It was agreed that Rich W. and Dale O. would locate the box and get it to Jessie K. to begin the uploading process.
2. Refund Policy - The committee has done a substantial amount of work on a policy but did not have one prepared to vote on at this meeting. Max J. stated the draft policy at this time states that an attendee can cancel anytime up to 2 weeks before a conference and get a full refund, absent an administrative fee (or can substitute another person to take his or her place). Regarding Guest Fees – refunds will be given up to a week before. Annual Fees are non-refundable. Exhibitors can get a refund if done up to 2 weeks before Conference minus the administrative fee. No shows will not receive a refund. Max J. stated the committee will send out the Refund Policy for review to vote on at the next meeting in April 2019.

B. Finance Committee (Kevin Nesbitt) – Kevin N. referred to his earlier report and stated he had no additional information. He did state that he needed

to get with past Treasurer to get the deadlines for the Internal Audit and the 2020 Budget, as well as the next Third-Party Audit. The Board stated it believed the Internal Audit is usually done between December and April and the next External Audit would be in 2020. Mike A. will tell Bill L. to confirm the deadlines.

- C. Membership and Marketing Committee Update (*Penny Mahoney*)
 - 1. 50th Anniversary Plans – No update, Connie M-B. and Ann D. already covered the bulk of the plans for Spring.
- D. Young Professionals Committee Update (*Katelyn McIntosh*)
 - 1. Event Planning for Spring Conference – Still looking for cornhole beverage sponsors but have had interested parties reach out (CEC and Torah). Same band from last spring will play.
 - 2. Future Social Events – Katelyn stated the YPs will meet up in Greenville on February 21, 2019. The food and beverages are being sponsored by BLE and the invites have gone out. They have 20 or so registered, but most are consultants. Agreed the Board needs to reach out to more YPs on the Industry side to get them involved. During surveys, YPs have stated they would like to see more informal and casual meetings like coffee or cocktails. Looking at trying to link up with other professional organizations like AEMA.

YPs want to have a specific social media platform during conferences where they can ask what people are doing after a session, etc. Also, would like more Job Opportunities on social media/website for posting. Ann D. stated we have this on the website (they last 30 days). Mike A. stated that we should have a YP tab on the “About Us” page of the website. All agreed. Connie M-B. and Ann D. going to get with Derek to do this.

Other Business

- A. 2019 Committee Assignments (*Duane Mummert*) - Duane M. had a handout listing the 2019 Committee assignments. The following edits or additions were made:
 - a. Finance: Kristi Grigg and Bill Lane were added
 - b. Contributions: Duane M. and Rhonda T. were added
 - c. Membership & Marketing: Barbara S. and Randy T. (chair) added and Mike A. taken off. Barbara Sease is the Board Leader.
 - d. YP: Kevin N. added as the Board Leader in place of Melvin S. It was agreed Katelyn M. would be the new Chair and a new Co-Chair would be chosen by Katelyn M. and Kevin N. and proposed to the Board at later meeting.
- B. Sign Confidentiality Agreements, Whistleblower, and Conflict of Interest Policies for Board Members and Volunteers (*Duane Mummert*) – The Policies were passed out, executed and turned into Duane M.

- C. Discuss 2019 Board Meeting Dates -
 - a. April 10, 2019 at GPI (at start of Conference)
 - b. June 15, 2019 at Myrtle Beach
 - c. August 10, 2019 at Myrtle Beach
 - d. October 23, 2019 at Myrtle Beach (at start of Conference)
 - e. December 14, 2019 at GPI

VIII. Future Board Meeting & Schedule

- a. Next Board Meeting: April 10, 2019 at the Grove Park Inn, Asheville

IIIX. Closed Board Meeting

- a. Planned - Duane M. mentioned the need to go into Executive Session to discuss contract issue. The Board went into Executive Session at around 3:30 pm. The Board came out of Executive Session at about 4:20 pm.

IX. Adjourn

At around 4:21 pm, Mike A. moved to adjourn the Board Meeting. Barbara S. seconded. Motion passed.