



CAPCA BOARD OF DIRECTORS MINUTES OF
Fall Conference Board Meeting (Grove Park Inn)
November 19, 2022 @ 8 am

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Jessie King	President	X	
Mike Abraczinskas	Vice President/Program Chair	X	
Rhonda Thompson	Treasurer	X	
Tim Agner	Secretary	X	
Deb Basnight	2 nd Year Director		X
Amy Marshall	2 nd Year Director	X	
Fern Paterson	1 st Year Director	X	
Rob VandenMeiracker	1 st Year Director	X	
Kevin Nesbitt	Past President	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Bookkeeper		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
Dale Overcash	Marketing/Governance		X
Carl Burrell	Marketing/Arrangements/Events		X
Rich Weber	Governance		X
Ross Smith	Governance		X
Nathan Daniel	Young Professionals		X
Austen Meyer	Young Professionals		X
Randy Taylor	Marketing		X
Beth Partlow	Marketing/Governance	X	
Bill Lane	Governance		X
Mark Hawes	Governance		X
Duane Mummert	Governance		X
Melvin Stroble	Governance	X	
Ruth Albright	2023 1 st Year Director	X	
Margret Sembos	2023 1 st Year Director	X	

PRESIDENTS COMMENTS

Jessie King called the Board meeting to order at 10:38 am.

Jessie welcomed everyone to Grove Park Inn and thanked everyone for coming.

Ruth Albright and Margret Sembos were welcomed to the Board as 1st year Directors.

The Board discussed cost savings measures for 2023 until the new normal is established.

CAPCA is financially stable and will remain so.

The Board also discussed adding QR codes after every session and self-reporting contact hours for Professional CEU's.

SECRETARY'S REPORT

Tim Agner distributed Board meeting minutes from October 12, and 14, 2022 and from the Annual meeting on October 14.

After discussion and corrections, the Minutes were approved. Amy Marshall made the motion to approve, Rob VandenMeiracker seconded the motion, the minutes were approved by unanimous vote.

TREASURER'S REPORT

Rhonda Thompson distributed the Treasurer's report as information. Information was current through November 17, 2023.

Rhonda distributed the Vanguard current summary as information.

2023 BUDGET

The group discussed additional income expected and any additional expenditures that may be billed.

Banking fees were discussed, Ann will investigate the possibility of reducing these fees.

The 2023 budget was discussed for planning purposes. Need to consider actual cost vs. proposed cost when completing the budget. The new budget needs to add 15% inflation.

2022 budget short fall can be directly attributed to low attendance.

Connie will have Attendee breakdown at February 4 board meeting.

Mike Abraczinskas moved to begin charging speakers, that attend the full conference, the lowest fee offered (Government Rate) for the conference. Guests will be charged the full guest rate. Connie will manage the speaker's registrations.

The board may discuss exceptions. Amy Marshall seconded the motion, the motion carried.

Tim Agner made a motion to raise guest fees by \$10.00 to help defray the cost of meals, \$60.00 lunch and \$85.00 dinner. Kevin Nesbitt seconded the motion, the motion carried.

Annual dues are \$50.00 per year, the increase was voted on and approved at the 2022 annual meeting.

It was suggested to invite Charlie Isham to the next board meeting to discuss the Golf outing and charges.

Discussed ways to increase interactions between participants, utilizing the different properties. What are our Options?

FUTURE CONFERENCE PLANNING

- A. WHOVA will be the event software starting 2023.
- B. Discussed cost for 2023.
 - 1. Paper program.
 - 2. Grove Park Board meeting food cost to a minimum.
 - 3. Not have Board meetings in person, have remote meetings elsewhere.
 - 4. Cash beverages does not go towards food and beverage minimum.
 - 5. Food and beverage minimums.
 - 6. Connie reported GPI reduced Spring food and beverage minimum by approximately 15%.
 - 7. Food and beverage have a 34% taxes and service fees added.
- C. Mike outlined the topics for the Spring Conference and Session Chairs were assigned. A zoom call is planned for January 2023 to finalize the program. Program committee set a goal to have a completed Conference Agenda 60 days in advance prior to the Conference.
- D. Registration will open mid-January for the Spring Conference. Exhibit fees will remain unchanged.
- E. The Spring Conference theme will be Outer Space and Aliens. Kevin proposed the Outer Space and Aliens theme and Rob seconded; the motion carried.

COMMITTEE UPDATES

- A. Finance: A financial review was completed on November 18, 2022. A \$2.00 discrepancy was found. A bill was overpaid by \$2.00. Tim, Rhonda, Mike, Connie and Ann will update the 2023 budget before the next board meeting.
- B. Governance: The board discussed the succession of Board Members. Beth Partlow recommend that the Board structure remain the same. The motion to restructure the Board was laid to rest.

- C. Marketing: Kevin suggested that CAPCA needs to market to new industries. He suggested Wood Products and Supermarkets. Kevin also proposed attending other conferences in other neighboring states potentially trading booth space to advertise CAPCA conferences. Also pointed to 4 key points; 1) develop marketing plan, 2) look at focus areas, 3) leverage LinkedIn, 4) develop a social media plan.
- D. Young Professionals: Pierce is working with Austin to reorganize and sanction the Young Professionals Committee. The group is committed to grow the Young Professionals in the CAPCA organization. Melvin Stroble to serve as board liaison.

OTHER BUSINESS

- A. It was suggested that we seek a sponsor for Conference giveaways. By mutual agreement the Board agreed not to have a Spring Conference giveaway, it was suggested a gift card raffle instead.

Next meeting is scheduled on February 4, 2023 at Grove Park Inn.

Kevin Nesbitt proposed a motioned to adjourn,
Amy Marshall seconded the motion.
The Board unanimously concurred to adjourn at 2:00 pm

Submitted by Tim Agner, Secretary
February 4, 2023

A closed meeting of the Board convened at 2:10 pm, Meeting was adjourned at 2:15pm