



**CAPCA BOARD OF DIRECTORS MEETING
13 April 2011
Grove Park Inn
Asheville, NC**

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on 13 April 2011. The meeting was called to order by President Max Justice at 8:30 am. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Max Justice	President	X	
Mark Hawes	Vice President / Program Chairman	X	
Renee Shealy	Treasurer	X	
Sheila Holman	Secretary	X	
Nancy Marshall	2 nd Year Director	X	
John Sudnick	2 nd Year Director	X	
Beth Partlow	1 st Year Director	X	
Rich Weber	1 st Year Director	X	
Penny Mahoney	Past President	X	

<u>Staff Member</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Ann Daniel	Executive Secretary	X	
Kay Aumiller	Dues & Registration Chair	X	
Connie McElroy-Bacon	Conference Coordinator	X	

CAPCA Committee Members Present

Carl Burrell
Randy Taylor

Committee Represented

Planning / Arrangements / Events
Finance Committee

Guests attending Board Meeting

None

I. President's Comments

The President welcomed everyone to the Board meeting. The agenda was approved as distributed.

II. Secretary's Report

- The February 12, 2011 minutes were distributed. The minutes will be voted on at the April 15, 2011 board meeting.

III. Treasurer's Report

The Treasurer provided the latest balances in both the checking and savings account.

A recommendation of the 2009 audit was to provide to the Board a trend of the accounts over history. The Treasurer provided the trend from 2000 through 2010. The Treasurer will overlay the attendance for each year with the account balances. The Treasurer cautioned that the data came from several sources.

2009 and 2010 Audit Status

The Chair of the Finance Committee presented the audit report of the books for CAPCA 2009. The board received the report. The Treasurer and the Secretary will each retain a copy of the audit. The following people will meet to discuss and better understand the complete paperwork flow for the finances: Randy Taylor, Renee Shealy, Sheila Holman, Connie McElroy-Bacon, Ann Daniel, and Kay Aumiller.

Randy Taylor will also call a meeting with Kristi Grigg, the Bookkeeper. Randy, along with Sheila, Connie, and Renee will participate in this meeting with Kristi to better understand QuickBooks. The goal is to have the 2010 audit completed by the June Board meeting.

The Board then reviewed the current status of the accounts.

IV. Spring 2011 Conference

Only one speaker had to cancel. Penny Mahoney will be the replacement speaker.

A total of 362 people have pre-registered for the conference, of which 118 are exhibitors. A total of 132 people registered online. However, there were a number of incomplete registrations because they did not understand how to join CAPCA while preregistering for the Spring conference.

It was requested that a note saying that a charge by EventBrite will appear on your credit card statement be placed on the CAPCA website for those individuals using the online registration option.

A total of 52 booths have been rented for the Spring meeting. Four new companies are exhibiting. The Membership and Marketing Committee Chair will talk with the new exhibitors and welcome them and gather information about why they elected to exhibit at CAPCA.

The Sponsorship Sub-Committee Chair reports that CAPCA is very close to its Sponsorship goal for 2011.

The gift for the Spring conference will be the 3-pocket trunk organizer, as the vendor was out of the 2-pocket organizers.

Entertainment on Thursday night will be Forty Fingers and a Missing Tooth group – a total of four jugglers.

Spring Agenda has been IBIH certified for 2 CEU's.

A job board has been added to the registration area.

GPI has begun a Legacy program to reward the groups who return year after year. CAPCA's benefits for the Spring meeting will be 1% per room night. CAPCA expects about \$1000 in reward dollars for this meeting. The reward rate will be 3% in 2012, 5% in 2013, 7% in 2014 and 10% in 2015 and beyond. This amount will be taken off the bill for this meeting. This is in addition to the comp room for every 50 rooms reserved.

V. Other Business

A closed Board Meeting was held to discuss contracts.

VI. Future Board Meetings & Schedule

Friday, April 15, 2011 at 1:30 pm at Grove Park Inn

VII. Adjourn

The meeting adjourned at approximately 10:27 am.

Respectfully Submitted,

Sheila C. Holman
Secretary