



**CAPCA BOARD OF DIRECTORS MEETING**  
**June 15, 2013**  
**Hilton Hotel**  
**Myrtle Beach, South Carolina**

The CAPCA Board of Directors met at the Hilton Hotel in Myrtle Beach, South Carolina on June 15, 2013. The meeting was called to order by President Sheila Holman at 1:02 p.m. The following were present at the meeting.

<u>Board Members:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Sheila Holman	President	X	
Randy Taylor	Vice President/Program Director	X	
Renee Shealy	Treasurer	X	
Beth Partlow	Secretary	X	
Duane Mummert	2 <sup>nd</sup> Year Director	X	
Dale Overcash	2 <sup>nd</sup> Year Director	X	
Ross Smith	1 <sup>st</sup> Year Director	X	
Barbara Dankmyer	1 <sup>st</sup> Year Director	X	
Mark Hawes	Past President	X	
Max Justice	Past President		X
Penny Mahoney	Past President	X	
<u>Staff Members:</u>			
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
<u>CAPCA Committee Members</u>			
<u>Committee Represented</u>			
Rich Weber	Finance		X
Carl Burrell	Planning/Arrangements/Events	X	
<u>Guests</u>			
None			

**I. President's Comments** (*Sheila Holman*)

President Holman distributed the agenda.

- (a) Sheila updated the Board on hotel contracts for future conferences. CAPCA has contracts with the Grove Park Inn through 2020; these contracts include negotiated government rates for 20 rooms (reservations must be made through Connie) and set parking charges. CAPCA has contracts with GPI for Board meetings through 2016. Contracts for overflow rooms at the Crowne Plaza for 2018-2020 still have to be reviewed. Sheila signed contracts with the Hilton for the June and August Board meetings.

**II. Secretary's Report** (*Beth Partlow*)

Beth Partlow distributed the meeting minutes from the April 17 and 19, 2013, Board meeting, and one correction was made. Ross Smith, seconded by Randy Taylor, made a motion to approve the corrected minutes. All members voted in favor of approval.

**III. Treasurer's Report** (*Renee Shealy*)

- (a) Renee Shealy reported that the organization is in good financial standing with no major bills outstanding. Renee noted that Connie has arranged to pay CMG, our gifts vendor, with a credit card and be reimbursed by CAPCA. CAPCA will not have to fill out CMG's new application for credit.
- (b) Renee and Dale Overcash reported on the 2012 audit and distributed the audit report. The audit committee (Randy Taylor, Renee Shealy, Ross Smith, Dale Overcash, and Rich Weber) met and confirmed the audit on April 16, 2013. Following a discussion, Mark Hawes made a motion, seconded by Duane Mummert, to approve and accept the audit report. All members voted in favor of approval.
- (c) Renee stated that the budget update will be presented at the August meeting.
- (d) The Board discussed the purchase of a new scanner for Ann Daniel. The scanner will cost less than \$300.00.
- (e) The Board discussed a proposal from New Bridge Bank to hold CAPCA's account. Following a discussion, the Board decided to leave CAPCA's funds in the current bank (Vantage South).
- (f) The Board discussed the need to pay for the final work on development of CAPCA's new logo. Dale Overcash made a motion, seconded by Barbara Dankmyer, to authorize Mark Hawes to negotiate with the designer of the logo to complete the work.

#### **IV. Fall 2013 Conference**

- (a) Program update and spring survey summary:  
Randy Taylor reported on the program committee meeting this morning. Most topics are in place, and the committee will hold a conference call during the second half of July to follow up. Randy distributed the Survey Monkey results and the Board reviewed the comments.
- (b) Date for Initial Program Details and Final Program Details:  
The one-page meeting reminder announcing that registration is open will go out by Mad Mimi next week. An e-mail with the tentative agenda will be sent in early August, followed by the complete agenda in late August or early September.
- (c) Sponsors and exhibitors:  
Ann Daniel reported that we have 24 exhibitors so far for the fall meeting. We do not have any break sponsors. Ann will send out a reminder of sponsorship opportunities to previous sponsors.
- (d) Registration:  
Ann and Connie will meet with Andrew in an effort to get dues and registration on the same form for 2014. They will also look into whether vendor registration can be put online and how to make archived information available.
- (e) Arrangements:
  - (1) Connie and Carl Burrell met with the Hilton staff. They determined that paying a corkage fee to the hotel was less expensive than issuing drink tickets. The Board discussed the cost of providing liquor as well as beer/wine at Myrtle Beach. Renee Shealy made a motion, seconded by Mark Hawes, that we provide only beer and wine for the Symposiums at Myrtle Beach (as we already do at the GPI). All members voted in favor.
  - (2) The Board discussed several possible themes for the Thursday night symposium, and decided on a luau theme.
  - (3) The Board discussed several options for the fall meeting, including a Speakers Corner for participants to have one-on-one discussions with speakers immediately following their presentations. The Board also discussed development of a mobile app through Join Me. Randy will check the cost of the app and report to the Board at the August meeting.
- (f) The Board has already chosen the gift for the fall meeting, which is a stadium blanket.

#### **V. Committee Updates**

- (a) Governance (*Max Justice/Mark Hawes*)

Mark Hawes reported that he, Max, and Penny had spoken with Sheila and Renee about a CAPCA past presidents' meeting with DENR and DHEC management to emphasize the value of CAPCA to the regulated community and the importance of participation by DENR and DHEC staff.

(b) **Membership and Marketing** (*Penny Mahoney*)

Penny reported that the survey indicates our web site is meeting members' needs. The cost to update the website will be \$5000-\$7000. The committee plans to survey the membership again in a year. Penny noted that the committee had received from Sheila the proposed contract for the AWMA meeting in Raleigh in June 2015. The committee will review the contract. The committee held a conference call to discuss the 45<sup>th</sup> anniversary next year and decided to hold the celebration at the fall meeting, with a small acknowledgment at the spring meeting.

(c) **Finance and Sponsorship** (*Rich Weber/Randy Taylor*)

The committee had nothing new to report.

**VI. Other business**

The Board had no other business.

**VII. Closed Board Meeting**

Renee Shealy made a motion, seconded by Mark Hawes, that the Board hold a closed meeting. All members voted in favor. No action was taken in the closed board meeting. Dale Overcash, seconded by Randy Taylor, moved that the Board resume its open session. All members voted in favor.

**VIII. Future Board Meetings and Schedule**

The next Board meeting will be August 24, 2013, at 1:00 p.m. at the Hilton. The program committee will meet at 10:00 a.m.

**IX. Adjourn**

Mark Hawes, seconded by Randy Taylor, moved to adjourn. All members voted in favor.

Respectfully Submitted,

Elizabeth B. Partlow  
Secretary