



**CAPCA BOARD OF DIRECTORS MEETING
December 8, 2012
Grove Park Inn
Asheville, NC**

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on December 8, 2012. The meeting was called to order by President Mark Hawes at 1:05 pm. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Max Justice	Past President	X	
Mark Hawes	President	X	
Renee Shealy	Treasurer	X	
Sheila Holman	Vice President / Program Chairman	X	
Randy Taylor	Secretary	X	
Beth Partlow	2 nd Year Director	X	
Rich Weber	2 nd Year Director	X	
Dale Overcash	1 st Year Director	X	
Duane Mummert	1 st Year Director	X	
Ross Smith	2013 1 st Year Director	X	
Barbara Dankmyer	2013 1 st Year Director		X

<u>Staff Member</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Ann Daniel	Executive Secretary	X	

Connie McElroy-Bacon Conference Coordinator	X
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CAPCA Committee Members Present

Carl Burrell

Committee Represented

Planning / Arrangements / Events

Guests attending Board Meeting

None

I. President's Comments

Mark Hawes, President, called the meeting to order at 1:05 pm EDT. The meeting agenda was distributed to the Board members for their review and approval. The meeting agenda was approved as distributed.

II. Secretary's Report

Randy Taylor, Secretary, presented the meeting minutes from the three October 2012 board meetings in Myrtle Beach, South Carolina. The Secretary noted the changes made to the hard copies compared to the electronic version distributed via email to the Board on December 5th, 2012 based on comments received prior to the Board meeting. A motion was made to approve the meeting minutes. The motion was seconded and the motion carried.

III. Treasurer's Report

Renee Shealy, Treasurer, reported that the CAPCA organization is in good financial standing based on the latest Profit and Loss statement from Quickbooks. She noted that we increased our end of year balance this year primarily due to cost savings, an increase in the number of vendors at the Fall 2012 CAPCA meeting, the additional contributors, and due to the increase in registration fees in 2012. Based on this information, it appears that we will likely not need to increase registration fees in 2013 to account for expected operating cost increases at the hotels. Our new bank name is Vantage South Bank. Nothing really changes except the name of the bank. The external financial audit was discussed and it was decided that we will not perform an external audit in 2013. The reason is that the Board wants to wait one more year to ensure full implementation of the all of the QuickBooks codes we implemented in 2012. The last external audit was performed two years ago. However, the internal audit will again be performed by the CAPCA Finance Committee in 2013 as required by the by-laws.

IV. 2012 Fall Conference Review

Sheila Holman, Vice President, presented the Fall 2012 CAPCA meeting Survey Monkey attendee responses. It was noted that 111 people responded to the Survey Monkey. Overall, comments were positive regarding the meeting. We had significant comments and ideas regarding the issue of guest attendance and fees that we should charge for guest at the meetings. This will be addressed by the Finance Committee later in the meeting today. Connie Bacon indicated there may have been an issue getting the emails out to attendees due to MadMimi issues as some emails are being bounced or stopped by spam filters. This could be the reason for the lower number of people

responding to the Survey Monkey. Connie will continue to look into the MadMimi issues.

V. Planning for 2013 Spring Conference

Program Update: Sheila Holman, Vice President, reported that there was a good program meeting held earlier in the morning at 10:00 am EDT. Session chairs have been assigned for all sessions. A conference call will be scheduled in January to discuss potential speakers. We have a good start on program and hope to have speakers identified by the February 9, 2013 Board meeting.

Arrangements: Connie Bacon reported that she and Carl Burrell met with the Grove Park Inn regarding food and beverage costs for the Spring 2013 meeting. A modest increase in cost was agreed to by them and the Grove Park Inn. It was noted that we will begin using water stations instead of bottled water in order to save additional costs. All internet services for rooms and meetings will be at no charge. There will be no resort fee for members at meeting however there will be parking for all. There will be parking fees in 2013 at GPI for members to park. Sheila would like an email sent to membership reminding them of parking fees.

It was decided that we will have all turkeys and no hams and no dessert at the Thursday night vendor social. The membership list will be going on-line and not be mailed to membership this year to save costs.

Entertainment: The Board discussed possibly having a band and/or magician at the meeting in April. We will decide at the February 2013 board meeting on plans for entertainment on Thursday night.

Next Board meeting is February 9, 2013. The Spring 2013 meeting is April 15 to 17, 2013.

Registration Fees: We had some people who had checks bounce and they will not be invited back to CAPCA until they pay their fees. Ann will brief the Board on this at the February 2013 Board meeting.

Contracts: The contract for the Hilton in Myrtle Beach through 2015 is signed. The 2016 through 2018 contract was discussed. There have been negotiations with the hotel on food and beverage and hotel room fees. We need to let members know that names and number of people in room will be released to our events coordinator. This needs to be added to registration form paper and online will where mention that photos will be taken and possibly used. Insurance - hotel requires us to keep \$2M commercial and general liability to protect against property damage. We also have to have property and

personal liability damage and must have to have proof that vendors have insurance. There was extensive discussion regarding our insurance coverage. Max Justice and Beth Partlow will discuss with Connie next week on additional modifications and negotiations with the language.

VI. Committee Updates

Finance: Randy Taylor, Chair, reported that CAPCA has a total of \$20,500 in contributors for 2012. The goal was \$17,500 in 2012 and the goal for 2013 is \$23,000.

Guest Fees – There was extensive discussion about guest attendance and fees as well as discussion about fees for contributors and vendors. Several new contributor opportunities were presented to the board and these were approved. Ann will be sending new contributor opportunities to the membership along with the annual contributor information. The Board agreed to revise the fee schedule for guest attendance as follows:

\$50 Wednesday Night Symposium

\$25 Thursday Lunch

\$50 Thursday Night Symposium

\$25 Friday Lunch

The 2013 Budget will be revised and the final budget will be presented at the February Board meeting.

Governance: There was discussion about the process for replacing officers if for some reason that are no longer able to fulfill their positions for the full year. It was discussed that the Board has authority to fill any unexpired term of an officer and then it has to ratify at the next CAPCA membership meeting.

VII. Other Business

Sheila presented additional pages for the Directory's manual. A list of past CAPCA Presidents, the CAPCA Insurance Policy, and CAPCA President's Awards.

Mark Hawes presented holiday gifts to Ann, Connie, and Carl.

A closed Board meeting was held earlier in the day from 11:33 am to 12:13 pm.

VIII. Future Board Meetings & Schedule

The next CAPCA Board meeting will be held Saturday, February 9, 2013 at the Grove Park Inn, Asheville, NC. The Finance Committee will meet at 9:00 a.m., the Program Committee will meet at 10:00 a.m., and the Board will convene immediately following lunch.

IX. Adjourn

The Board meeting adjourned at approximately 3:11 pm.

Respectfully Submitted,

Randall K. Taylor
Secretary