



CAPCA BOARD OF DIRECTORS MEETING
MINUTES OF February 8, 2020
 Grove Park Inn
 Asheville, NC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Bill Lane	President	X	
Kevin Nesbitt	Vice President/Program Chair	X	
Jessie King	Treasurer	X	
Mike Abraczinskas	Secretary	X	
Rhonda Thompson	2 nd Year Director	X	
Khalid Alnahdy	2 nd Year Director	X	
Tim Agner	1 st Year Director	X	
Ruth Albright	1 st Year Director	X	
Duane Mummert	Past President		X
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Kristi Grigg	Accountant		X
Terri Bacic	Registration		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</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	
Katelyn McIntosh	Young Professionals	X	
Randy Taylor	Marketing	X	
Beth Partlow	Marketing/Governance	X	
Penny Mahoney	Marketing		X

I. President's Comments (*Bill Lane*)

- a. Call to Order – President Bill Lane called the Board meeting to order at 10:34 am.
- b. Introductory Comments – Bill L. welcomed everyone to the meeting.
- c. Bill L. reflected on the loss of Max Justice - a longtime member of the CAPCA family. The Board remembered Max with a moment of silence. Ann C. sent flowers on behalf of the CAPCA Board to the memorial service being held February 8, 2020. The Board also agreed to take up a collection for a charitable organization of the Justice family's choice – the Humane Society of Charlotte. The Board discussed how to recognize Max at the upcoming Spring Conference. Kevin N. suggested that the Board place a remembrance of Max in the Spring 2020 conference program. The Board agreed. Also, President Bill L. will provide some remarks in remembrance of Max on Thursday morning of the conference. The Board will also plan a more extensive memorial of Max for the fall 2020 conference. A small committee was formed (Tim A, Rhonda T, Ruth A, Jessie K) to explore other ideas to honor Max's legacy.

II. Secretary's Report (*Mike Abraczinskas*)

The minutes from the October 25, 2019 and December 14, 2019 Board meetings were distributed to and reviewed by the Board. Rich W. made a motion to approve both sets of minutes (including minor edits). Kevin N. seconded. The motion passed.

III. Treasurer's Report (*Jessie King*) – Jessie K. discussed the balances in the CAPCA accounts including Vanguard. CAPCA is in good financial standing. A comparison/look back of year-end balances over the last decade was reviewed by the Board. The Board concluded that changes made to both the fee and contributor structure for calendar year 2019 were effective. The Board also reviewed the breakdown of revenues from each of the 2019 conferences and the 2020 budget. There was a discussion of making a few adjustments to the 2020 budget, including:

- 5001 Advertising and promotion expenses
- 4013 Booth income
- 4004-4017 Attendee income

IV. Spring 2020 Conference (Kevin Nesbit)

- a. Program Development (Kevin Nesbit) -
 - 1. Wednesday Morning Technical Session – Basics of Environmental Control Strategies. A number of speakers have been identified on NOx control (Jim Nester/Rod Pennington, NESTEC Inc.) and basics of PM/dust control (Kirt Boston, Donaldson). Session is on track. (Duane M. will chair the technical session)
 - 2. Session Topics and Speaker Assignments –
 - Wednesday PM First Session: Personal Monitoring Devices (chaired by Mike Abraczinskas) with Heather Murphy (NC DAQ), Calvin Cupini (Clean Air Carolina) & TBD

- Wednesday PM Second Session: Permitting a New or Modified Emission Source (chaired by Ruth Albright) with Steve Street (Corning) & other TBD
- Thursday AM Session (chaired by Bill Lane): EPA Update (Ken Mitchell, EPA), SC DHEC update (Rhonda Thompson, SC DHEC), NC DAQ update (Mike Abraczinskas, NC DAQ)
- Thursday AM Session after break: Q&A with EPA and States, then Rick Toomey, SC DHEC Director.
- Thursday, 1:00pm: Young Professional Committee meeting and Program Committee
- Thursday, PM first session: The Science of Climate Change and Impacts to Regulatory Programs and Policies (Chaired by Rich Weber) with Kathie Dello (NC State Climate Office), Kenneth Kunkel (NOAA/NCSU), John Bird (Arauco)
- Thursday, PM second session: Climate Change Implications on Energy Usage and Community/Industry Resiliency Planning (Chaired by Randy Taylor) with Roy Lemons (IP), Lauren Swan (AECOM) and TBD
- Friday, AM first session: Legal Update (Chaired by Jessie King) with Liz Williamson (Williams Mullen) and Amy Bircher (NCDOJ)
- Friday, AM second session: Ethylene Oxide: The Ripple Effects of the 2015 IRIS Change (Chaired by Rhonda Thompson) with Kelly Rimer (EPA, OAQPS), Ken Mitchell (EPA Region 4) and Dika Kuoh (GA EPD)

Titles and short descriptions to Ann C. and Kevin N. by Monday, February 10, 2020. Then speakers and descriptions by March 1, 2020. Deadline for Session Descriptions – Bill asked everyone to have titles by February meeting and full write up to be 5 weeks before spring meeting – March 1st, 2020.

3. Conference VIP Speakers – Rick Toomey, SCDHEC - confirmed

- b. Contributors and Exhibitors (Ann Croft and Connie McElroy – Bacon) – The booth reservations and contributors are tracking nicely. The Board discussed the Conference Contributor levels to understand the value to CAPCA and the contributors. There was agreement that the Finance Committee should look at trends in fees and contributor levels in the lead up to the December 2020 Board meeting.
- c. Registration – The switch to CVent software for registration has been a challenge but testing has occurred and registration is open. 101 are registered for the spring meeting. The Board was very thankful for the efforts of Ann, Terri, Derrick and Connie in working to get the CVent software set up and working.

- d. Arrangements (Connie McElroy-Bacon)
 - 1. Signage at GPI – will handle through electronic boards. Ann was given the approval to get the new replacement banner.
 - 2. Thursday/Theme – Country Western. Menu items were discussed. Recycling bins will be placed in prominent places. Wednesday night, DJ/karaoke.
 - 3. The Board discussed ways to honor Max Justice's legacy at the spring meeting. Bill L. will make an announcement on Thursday morning's introductory remarks... noting that the Board will also plan a more extensive memorial of Max for the fall 2020 conference. The Board also approved a quarter page in the agenda be dedicated to Max. A small committee was formed (Tim A, Rhonda T, Ruth A, Jessie K) to explore other ideas to honor Max's legacy.
 - 4. The Board explored options for the gifts for the Spring and Fall conferences. Spring-umbrella. Fall-small portable speaker
- e. Golf – Charlie Isham was invited by the board to provide an overview of the CAPCA golf outing. Charlie explained how the event has been run and some ideas on how to increase interest in the event. One key that Charlie noted would be greater participation by the Board and State Agency folks. Jessie K volunteered to pull together some thoughts on how to better promote the event and will report back at a subsequent meeting.

V. Committee Updates

- a. Governance (Rich Weber for Duane Mummert) – Rich W. shared attendance figures for 2012-2019 by profession/category. Connie committed to pull the registration data to see what the NC/SC industry split looks like.
- b. Finance Committee (Mike Abraczinskas)
The only update was to note what this committee will focus on this year. That includes: contributors, fees, dues, and the audit.
- c. Membership and Marketing (Randy Taylor) – Randy T. summarized the February 6, 2020 committee call. The theme will be "Trick-or-Treat" for Thursday at Fall conference with a DJ on the beach for Wednesday night. Industry participation in the conference has decreased from 36-41% in 2012 to 19-25% in 2019. Randy suggested setting a target for industry participation in 2020 at 36%. It was take 34 additional industry participants relative to 2019 to hit that target. In an effort to hit that target, the Board discussed letter coming from Rhonda and Mike to permit holders in both states. Those should go out by the end of February. Randy will work on the draft language. The states will also provide Randy

with a list of permitted facilities (responsible official and EHS managers) so personalized emails can be sent to those that have not been participating. Randy is going to lead that effort.

- d. Young Professionals Committee (Katelyn McIntosh and Nathan Daniel)
 - 1. Winter Social Event –February 27 meetup event in Raleigh is scheduled. Emilcott is contributing to that event.
 - 2. Event Planning for Spring Conference - Tora will contribute to the cornhole hour at the spring conference. The YPC asked about having the YPC Thursday meeting at 1pm outside, weather permitting. Connie will check into options.

VI. Other Business

- a. 2020 Committee Assignments (Bill Lane) – The Board was provided with a copy of the 2020 committee assignments which included the mission and tasks of each committee
- b. Board members and volunteers reviewed and signed Confidentiality Agreements, Whistleblower and Conflict of Interest policies.
- c. Discuss 2020 Board Meeting Dates (All) – April 15-17th, June 20th, August 8th, October 21-23, November 21st.
- d. Connie B. and the Board discussed the potential terms of a contract extension with the Hilton for 2024 & 2025.

VI. Future Board Meeting & Schedule

The next Board meeting will be June 20, 2020, at the Hilton in Myrtle Beach.

VII. Close Board Meeting

none

IX. Adjourn

At 3:21 pm, Mike A. moved to adjourn the Board Meeting. Jessie K. seconded. Motion passed.