



CAPCA BOARD OF DIRECTORS
MINUTES OF June 22, 2021 Conference Call @ 1pm

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Kevin Nesbitt	President	X	
Jessie King	Vice President/Program Chair	X	
Mike Abraczinskas	Treasurer	X	
Rhonda Thompson	Secretary	X	
Tim Agner	2 nd Year Director		X
Ruth Albright	2 nd Year Director		X
Amy Marshall	1 st Year Director	X	
Deb Basnight	1 st Year Director	X	
Bill Lane	Past President	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	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
Austen Meyer	Young Professionals	X	
Randy Taylor	Marketing	X	
Beth Partlow	Marketing/Governance		X
Penny Mahoney	Marketing		X
Mark Hawes	Governance		X

I. President's Comments (Kevin Nesbitt)

- a. Call to Order –Kevin Nesbitt called the meeting to order at 1:02pm

- b. Introductory Comments – Kevin Nesbitt explained that the main purpose of the meeting was to get the Fall meeting program in place.
- c. The minutes from the April 23, 2021, conference call meeting were approved with a motion from Jessie King and a second by Amy Marshall.
- d. Rich Weber asked to be added back to the email distribution list.

II. **Fall Conference Update (Jessie King)**

It was agreed that we would use the Spring 2020 program template for the Fall 2021 meeting. All session chairs and speakers need to be re-confirmed - some speakers may change.

Rhonda Thompson will check to see if Dr. Simmer (SCDHEC agency director) is still available to do the keynote. Myra Reece, Environmental Affairs Director, will be the back-up speaker.

Concern was expressed about state, federal, and university speakers possibly not being able to travel due to covid restrictions. It was suggested that we consider having the option of speakers participate remotely. Connie McElroy-Bacon agreed to get AV cost estimates for remote speakers.

Various new speakers were suggested for the climate panels.

The ethylene oxide (EtO) session description will be updated to reflect more relevant issues, such as monitoring results.

Connie McElroy-Bacon asked to get contact information for all speakers so she can request biographies and send them hotel room information.

All agreed that July 20th would be the deadline to confirm session descriptions, speakers, and session chairs and we would use group email to communicate this information instead of having another meeting before August.

Registration needs to be opened as soon as possible. Many exhibitors are inquiring about the meeting.

Amy Marshall's husband (Quincy) has volunteered to set up Cvent for registration and dues (he has watched the training videos).

Connie McElroy-Bacon will send out a mass email to let the membership know we plan to meet in-person and information will also be added to LinkedIn.

The hotel block is now open.

Members agreed to not have a DJ for Wednesday night since this expense was not included in the budget. Music can be played over the speaker system instead.

Halloween will be the theme for the Fall meeting.

Umbrellas we purchased for the Spring 2020 meeting will be the giveaway item.

Connie McElroy-Bacon was able to secure 15 GSA-rate hotel rooms for both NC

and SC agency staff. Each agency needs to submit names to Connie McElroy Bacon as we do for the Spring meeting.

The Fall meeting budget was based on 70% of the Fall 2019 meeting as far as the number of attendees and food/beverage costs and assumed 10% less exhibitors than 2019.

Covid-19 release form language was discussed to be built into the registration process (i.e., have a checkbox). Jessie King will send sample language to Connie McElroy Bacon to include on the website.

III. Treasurer's Report (Mike Abraczinskas)

A tax extension was filed, and the taxes are due November 15th.

Tax Form 990 is in progress.

An internal audit needs to be scheduled. The following volunteered to assist with the audit:

- Mike Abraczinskas
- Bill Lane
- Jessie King
- Kevin Nesbitt
- Ann Daniels
- Connie Elroy-Bacon
- Rich Weber

Mike Abraczinskas offered the use of a conference room at his office if less than 10 people participate.

Rich Weber has a large box of old financial records that needs to be stored. Bill Lane also had 6 boxes of old financial records. It was suggested that the retention schedule be revisited. The current schedule requires financial records be kept forever. The Governance Committee should reevaluate the retention schedule at its next meeting in December. It was suggested that we follow the IRS recommended retention schedule for non-profits.

The investment accounts are doing well.

IV. Other Business (Kevin Nesbitt)

Young Professionals – Austin Meyer reported that two “meetups” were being planned for Charlotte (NC) and Greenville (SC). An email to the young professionals will go out in mid to late August. Connie McElroy-Bacon will also send an email to the full membership group with dates, locations, and times. Next Board Meeting will be August 14, 2021 (in-person) in Myrtle Beach. Since two in-person meetings had been budgeted, only have one will be a savings. July 13 is the deadline to book hotel rooms.

V. Adjourn

Michael Abraczinskas moved to adjourn the meeting. Jessie King seconded the motion. The motion passed. The meeting was adjourned at 2:22pm.