



CAPCA BOARD OF DIRECTORS MEETING MINUTES  
June 15, 2019  
Hilton Resort, Myrtle Beach, SC

<b>Board Members</b>	<b>Role</b>	<b>Present</b>	<b>Absent</b>
Duane Mummert	President	X	
Bill Lane	Vice President/Program Director	X	
Kevin Nesbitt	Treasurer	X	
Jessie King	Secretary	X	
Mike Abraczinskas	2 <sup>nd</sup> Year Director	X	
Barbara Sease	2nd Year Director	X	
Rhonda Thompson	1 <sup>st</sup> Year Director	X	
Khalid Ahlnady	1st Year Director	X	
Rich Weber	Past President	X	
<b>Staff Members</b>	<b>Role</b>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
<b>CAPCA Committee Members</b>	<b>Committee Represented</b>	<b>Present</b>	<b>Absent</b>
Dale Overcash	Marketing Governance	X	
Carl Burrell	Marketing/Arrangements/Events		X
Max Justice	Governance	X	
Penny Mahoney	Membership & Marketing		X
Jenny Tang	YP / Members & Marketing	X	
Katelyn McIntosh	YP	X	
Randy Taylor	Marketing/Governance	X	
Beth Partlow	Marketing/Governance	X	
Ross Smith	Governance	X	

**I. President's Comments** (Duane Mummert)

a. Call to Order - Duane M. called meeting to order at 12:35 pm. and made introductory comments.

**II. Secretary's Report** (Jessie King)

a. Review/Approval of April 10 and 12, 2018 Board Meeting Minutes - Jessie K. handed out minutes from both April meetings. Katelyn M. handed up some edits to the Y.P. section. Mike A. moved to approve. Seconded by Rhonda T. All approved.

### **III. Treasurer**

a. Review of Current Financial Status (Kevin Nesbitt) - Increased fees are getting us back on stable footing. Also, Connie M-B said there is money in PayPal not in the balance sheets yet. All bills from last conference are paid. Have a cushion in the account for Fall meeting. Vanguard – up 16.5% and 12%. Kevin N. waiting on Kristi for reports on the status of finances. Ann D. – we are definitely in the black from Conference in Spring. Kevin N. will have second quarter reports in August.

### **IV. Fall 2019 Conference**

a. Program Development (Duane Mummert for Bill Lane)

1. Wednesday Morning Technical Session – Clean Air Act 101
2. Session Topics and Speaker Assignments - This morning Board members chose topics for all sessions, moderators, and Computer Assignments. Bill L. should have the session topics out soon.
3. VIP Speakers – We have satisfied the promised speaking opportunities to Platinum, Gold and Silver sponsors except BMW, who did not want to speak at Spring Conference. We do need to ask a few Green Sponsors and BMW if want to be moderators at Fall Conference. Bill L. will work on this.
4. Deadline for Session Description - Moderators will have to get session topics out to Bill L. and Ann D. sooner than later so can put on Agenda.

b. Contributors/Exhibitors (Ann Daniel and Connie McElroy Bacon) - CoVanta is interested in being a contributor. Have 20 paid exhibitors so far. Ann will send a blast email by July 4<sup>th</sup> to remind exhibitors of deadline. We have 15 exhibitors that registered in Spring for both conferences, and five new ones that have registered since Spring Conference.

c. Arrangements

1. Conference, Symposium and Meetings. (Ann D. and Connie M-B) Wednesday night cornhole hour 5:15-6:15. Dinner will be served from 6:30-8:30 pm or so. We have extras for Wednesday night for 50<sup>th</sup> Anniversary: Whole Pig, Hula Dancers will walk around. At 8:00 pm, attendees will be ushered into the Ballroom for the dance/band. On Thursday night we have a DJ and shag lessons. Will fold back the wall to make more room for all of this. Connie M-B to ask about moving the YP corn-hole hour being onto the beach with beverages at the steps. Thursday night shag lessons will be able to accommodate 20 couples. Will be early so people can leave to go to dinner after. Dance card will be Luau themed. The general theme for the Conference is Carolinas Beach Party. There will be a beach band, North Town. The gift is a Tervis Tumbler. Our RegOnline has been bought by CVent. Connie contacted our representative about the transition/changes. We have to purchase a license; however, we are not buying the membership management package. The licensure is all we need. This will require us to sign a 2 year contract. Price per registrant will go up under this contract. But can

process credit cards through C-Vent instead of Pay Pal and this will save money. Need to execute contract by August so staff can train on it by January for Spring Conference.

Surveys (Randy Taylor)- Randy reported on (and handed out) the Survey Monkey results from Spring 2019 for the Exhibitors. Comments on things we can make better: Wi-Fi (even with upcharge) and more participation in golf. Attendee Survey Monkey – 120 responded. Question #3 – Most people responding have 0-5 years air experience. A lot of people responding were first year attendees. Highest rated presentation: Emergency Response. More above averages as opposed to Excellent but overall positive.

## **V. Committee Updates**

### **a. Governance (Duane Mummert and Rich Weber)**

1. Refund Policy – Jessie K. moved to adopt new Refund Policy. Barbara S. seconded. Motion passed. It will be effective immediately.

### **b. Young Professionals (Katelyn McIntosh)**

1. Vice-Chair Position – Katelyn M. presented the resume of Nathan Daniel with BLE to replace her as vice-chair of YPs. He is the only member who has reached out for the position. This is a 2 year position. All agreed he is a strong candidate and that he has been very involved in YP events thus far. Mike A. moved to accept Nathan B. as new vice-chair and for Katelyn M. to move into the Chair position. Motion seconded by Kevin N. Motion passed. The Board thanked Jenny T. for her service over the last two years and Jenny T. thanked the Board for the opportunity.

c. Deferring Committee Reports: Duane M. deferred all remaining committee reports until August Board Meeting so can conduct 5 Year Planning.

## **VI. Other Business**

a. 5 Year Planning (Duane Mummert) – R. Taylor said this is a brainstorming session. He handed out the last 5 Year Planning Summary and the Board Members noted that a lot of the 5 Year plans from 2014-2019 were successfully implemented. There was discussion on things such as budget, YP Surveys in the future, goals such as: (1) more YPs and more Industry attendees; (2) event for 1<sup>st</sup> time attendees; (3) mentor/mentee options; (3) ways to get more exhibitors; (4) social media presence; (5) hospitality suite; (6) Mission of CAPCA: Educating/Networking/Information exchange; (7) programs; (8) marketing actions to achieve more attendance by industry; (8) offering time to do something other than sit at lectures: golf, outings, etc.; (9) reaching out to Industry and YPs; (1) logistics: technology (better AV capabilities, music); (11) use of catch phrase: Where Air Quality Professionals Meet (12) look at new industry targets; (13) track the turnover – who isn't coming anymore and why?; (14) agenda needs to be fresh and the format needs to vary (breakouts, townhalls, technology, Prezzi); (15) get lists of potential new attendees and reach out: permit holders; (16) expanding to attract people from other states – Georgia, Florida, Tennessee; and (17) website – freshen up and keep it up to date. Board agreed to continue the discussion at the August meeting. Duane M. to work with Randy T., Katelyn M. and Jessie K. to type up thoughts on 5 Year Plan for next

meeting. Was agreed we should make an effort to have more prep time before meetings where we plan Conference to make sure we are giving ourselves enough time to flush out good topics.

**VII. Future Board Meeting & Schedule**

- a. Next Board Meeting: August 10, 2019 at Hilton Resort, Myrtle Beach, SC.

**VIII. Closed Board Meeting**

a. Planned – Jessie K. moved to go into planned Closed Board Meeting at 3:35 pm to discuss a contract issue. Seconded by Mike A. Motion passed. Board came out of Closed Board Meeting at 4:05 pm.

**IX. Adjourn** – Jessie K. moved to adjourn. Kevin N. seconded. Motion passed. Board meeting adjourned at 4:08 p.m.