



CAPCA BOARD OF DIRECTORS
MINUTES OF BOARD MEETING (October 18, 2023 @ 8:00 am)
 Café Amalfi, Hilton, Myrtle Beach, SC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Jessie King	Past President	X	
Mike Abraczinskas	President	X	
Rhonda Thompson	Vice President/Program Chair	X	
Tim Agner	Treasurer	X	
Amy Marshall	Secretary	X	
Fern Paterson	2 nd Year Director		X
Rob VandenMeiracker	2 nd Year Director	X	
Margaret Sembos	1 st Year Director	X	
Ruth Albright	1 st Year Director	X	
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Bookkeeper		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
Ross Smith			X
Kevin Nesbitt	Governance		X
Dale Overcash	Governance	X	
Carl Burrell	Arrangements/Events		X
Rich Weber	Governance		X
Sanjam Singh	Young Professionals	X	
Pierce Werner	Young Professionals	X	
Randy Taylor	Marketing		X
Beth Partlow	Marketing/Governance	X	
Mark Hawes	Governance	X	
Melvin Stroble	Young Professionals	X	
Bill Lane		X	

President's Comments (Mike Abraczinskas)

- a. Call to Order –
- b. Introductory comments & review of agenda
 - Agenda review

Treasurer's Report (Tim Agner)

- a. Overview of current financial status – we are in good financial standing

Secretary's Report (Amy Marshall)

- a. Review and approval of minutes from August 25, 2023 Board Meeting.
- b. Approved with minor changes
- c. Margaret S moved to approve, Ruth A seconded the motion, minutes were approved

Fall Conference Agenda (Rhonda Thompson)

- a. Overview of Program and Speakers
- b. Computer Assignments
- c. Annual membership meeting agenda/arrangements
 - a. Start right after the session
 - b. Election of officers
 - c. Giveaways
 - d. Quick board meeting afterward in Dunes
- d. Spring meeting is April 10-12, 2024

Fall Conference Arrangements (Connie McElroy-Bacon & Ann Daniel)

- a. Whova & Registration updates (Connie)**
 - a. Registration just shy of 300, better than last year
 - b. 46 exhibitors (47 booths, one is double), better than last year
 - c. About 170 people have downloaded Whova so far
 - d. Will have QR code on slide deck thanking contributors that will go to the agenda
 - e. Presentations will be posted to the website daily, will provide password
- b. Food and beverage expectations. (Connie)**
 - a. \$70,000 minimum plus tax and gratuity
- c. Hotel arrangements (Connie)**
 - a. Free wifi in meeting space
- d. Promotional item update (Connie)**
 - a. 200 giveaways from Blackrock Branding for the last session

Overview of contracts with Grove Park Inn (Mike A and Connie)

- Signed the 2025 contract with GPI this week, room rate below \$300, reduced resort fee but parking went up a little, food and beverage minimum was lowered
- Lowered the 2024 food and beverage minimum \$15k

- Force majeure language is good
- Have Hilton contracts for 2026 and 2027 to review

Upcoming Board meeting dates

- October 20, 2023, Myrtle Beach
 - Post-adjournment meeting & quick lunch for board members
- November 18, 2023, at Grove Park
- February 3, 2024, at Grove Park
- Will determine meetings for next summer
- November 23, 2024, at Grove Park

Committee Updates

- **Finance (Tim Agner)**
 - An external financial review for calendar year 2022 will be conducted in 2023
 - Received and approved proposal
 - Next year will require an internal financial review
- **Contributors**
 - Will discuss on the 20th
- **Governance (Jessie King)**
 - Nominees for first year directors – Mallory Sparks and Sean Alteri
 - Will need to fill one position due to a retirement
- **Membership and Marketing (Ruth Albright)**
 - No update
- **Young Professionals (Sanjam Singh & Pierce Werner)**
 - YP lunch today, cornhole this afternoon
 - Tora sponsoring cornhole hour
 - Planning YP events – consider joining with another YP organization like AWMA
 - Looking for YPs interested in helping

Other Business

Attendees will get an electronic certificate of attendance

Ruth A moved to adjourn the meeting, Margaret S seconded the motion, the board voted to adjourn at 9:24 am.

Submitted by Amy Marshall, October 18, 2023.