



**CAPCA BOARD OF DIRECTORS MEETING DRAFT
MINUTES**

April 11, 2018

Grove Park Inn, Asheville, NC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Rich Weber	President	X	
Duane Mummert	Vice President/Program Director	X	
Bill Lane	Treasurer		X
Kevin Nesbitt	Secretary	X	
Mike Abraczinskas	1 st Year Director	X	
Jessie King	2nd Year Director	X	
Melvin Stroble	2nd Year Director	X	
Barbara Sease	1 st Year Director	X	
Ross Smith	Immediate 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
Terry Bacic	Registration	X	
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>	<u>Present</u>	<u>Absent</u>
Dale Overcash	Marketing Governance Committee	X	
Carl Burrell	Marketing/Arrangements/Events	X	
Max Justice	Governance		X
Penny Mahoney	Membership & Marketing	X	
Jenny Tang	YP / Members & Marketing	X	
Katlyn McIntosh	YP		X
Randy Taylor	Marketing/Governance	X	
Beth Partlow	Marketing/Governance	X	
Myra Reece	Finance/Program Planning	X	

I. President's Comments/Items (*Rich Weber*)

- a. Call to Order – CAPCA Board of Directors meeting was called to order by President Rich Weber at 8:18 a.m. Rich welcomed the BOD to the 49th Spring CAPCA.
- b. Attendance Focus- Rich Weber mentioned attendance is good and we hope to break 400 attendees.
- c. Introductory Comments – Rich reviewed the intro remarks, and will mention parking, Attendify, and Internet access. Connie Bacon stated if the attendees are parked outside, there is a \$7 discount.
- d. Penny Mahoney asked for attendees to be invited to provide testimonials for the video. Videoing would take place Thursday afternoon.
- e. Rich mentioned Trey Glenn and Ken Wagner and asked when they would arrive. Max Justice indicated he was unsure of their arrival time and described Mr. Glenn as promoted a culture that is client friendly and that he was excited about attending CAPCA. They would be formally introduced at the Thursday night symposium. Myra Reese stated that Ken hoped to arrive by 6PM Wednesday from Kansas. Max also mentioned they were new to the agency (USEPA) and would be traveling to the EPA in RTP. Rich noted Ken is senior advisor to Scott Pruitt (USEPA).

II. Secretary's Report (*Kevin Nesbitt Secretary*)

- a. Review / Approval of Minutes from February 8, 2018. Beth Partlow commented on 3a to remove specific dollar amounts. Kevin will make the changes. A motion to approve the minutes approved as amended was made by Duane Mummert and seconded by Mike A. The Board all voted in favor and the motion passed.

III. Treasurer's Report (*Bill Lane-absent*)

- a. Review of Current Financial Status

Rich mentioned in Bill L. absence the fund is "OK" and the Finance Committee agreed the financial numbers would be reviewed in detail AFTER each respective meeting as the numbers will better reflect the current status.

IV. Spring 2018 Conference *(Duane Mummert)*

- a. Program Updates – Duane stated speakers were all on the property with speaker not coming and being replaced by Lee Salisbury of ERM. Duane stated the program is “good”.
- b. Contributors and Exhibitors- Ann added booths and will meet with John Curtis to increase the number of booths in the available space at the GPI for 2019. Currently there are 56 exhibitors. Four companies were put on the waiting list. Mike asked for a table for NCDEQ. Rich mentioned a list of who is new- Redecam, Pine Env., VLS, McHale and Duncklee & Dunham. Rich asked if there were any comments. All of the exhibitors were paid. Cups were donated by ClimeCo for Wednesday and Thursday nights. TRC donated the band for the Cornhole Hour. Connie Bacon mentioned the exhibitors were to be thanked on the slides during the conference and recognized in the program. Rich mentioned the Fall program was printed in full color on slick paper.
- c. Registration- Connie said as of Monday 371 were preregistered with about 40-50 expected to walk in as typical as and as such we should break 400 . Connie mentioned the room situation at the GPI this year vs. last is a big help. Connie thanked Terri for here efforts and mentioned the Lanyan registration system helps monitor attendance in real time. Rich mentioned this is a really nice feature. Terri mentioned that Lanyan has good reporting tools available and Connie mentioned there are quirks to the system, certain booths were conflicted (also happened in Eventbrite per Connie). Randy Taylor would like the Attendify app linked. Connie mentioned the credit card machine loan, that the savings were not worth the trouble. Connie will look at the square but doesn't want to change the merchant service as the saving will be minimal, \$100-\$150 per year. Connie mentioned there are a lot of “moving parts” with a new credit card mechanism and Ann mentioned we are a “seasonal” account. Connie did mention some individuals struggled with credit cards in Lanyan.
- d. Rich mentioned the Technical session had 29 registered which is good and Connie mentioned they are using the lunch room for that program
- e. Arrangements (Connie McElroy-Bacon)
 1. Connie mentioned the headlamps are in, the gift in the fall will be the blanket. Everything is good for Wednesday night. Young Professionals

will have the Cornhole Event from 5:15pm to 6:15pm, TRC is paying for the band with the keg sponsored by One Environmental. Thursday nights theme night is set and everything is good.

V. Committee Updates

- a. Governance (Dale Overcash Ross Smith- both not in attendance) Beth Partlow mentioned the update on the conference call policy for document retention- might include Dropbox and will revise position descriptions- The Governance Committee will be meeting at 12:30. Rich mentioned Mark Hawes mentioned a system to capture key decisions and index what is significant.
- b. Finance Committee (*Bill Lane was absent, Kevin Nesbitt*) – Kevin report the audit was completed with Bill Lane, Kevin N, Kristi Grigg, Rich Weber, Ann D. and Connie M. in attendance. No issues were identified and the report letter would be completed by the first summer meeting.
- c. Membership and Marketing Committee Update (*Penny Mahoney*) - Penny mentioned there was not much to discuss, the videographer was the major item. He will stay through the symposium. It will be one man for 7-8 hours, with the final product being 2-5 minutes long.
- d. Young Professionals (Jenny Tang and Melvin Stroble)
 1. Jenny stated there 21 attendees for the luncheon, same as at Myrtle Beach previously. The speaker is Melinda Washington with DHEC to talk about her position. The YP were offering people a chance to speak and interactions with LinkedIn. There are only two posts at this time with 1047 people viewing.
 2. Networking There were 16-20 attendees at the Raleigh Brewing event and it went well. The next event is in SC and there are lots of volunteers who would like to host. The event did generate one attendee. Again, TRC sponsored the music, Bartlett Controls provided the cornhole boards, One Environmental sponsored the keg.

VI. Other Business

- a. Rich mentioned the Environmental Workshop with Travis Bowman which was scheduled over CAPCA, Dale addressed this previously when President and Travis said he would move it. Travis was profusely apologetic. Apparently thought it was a “golf day” and he subsequently moved it to Atlanta. Max crafted a letter to be sent certified to prevent conflict. Connie mentioned the CAPCA rooms for Tuesday night at the CAPCA rate might be mis-assigned. Randy Taylor mentioned giving a code after registration and Connie mentioned they would be cross checking for mis-assigned rooms to ensure only CAPCA attendees are using the CAPCA rate.
- b. Rich mentioned a booth issue- someone registered and then cancelled the booth. Rich mentioned the policy would be reviewed in governance. Ann stated the booth is \$900. Randy Taylor mentioned the policy should be clear in the program. Penny mentioned it is on the app as well. Rich asked about the refund policy for attendees, Connie mentioned it is transferable with a \$50 fee for costs incurred.
- c. Randy Taylor mentioned the Attendify app has a \$500 card with a drawing from people who downloaded and another \$50 card for people who kept up with the activity.

VII. Closed Board Meeting

No business, so the Board did not hold a closed meeting.

VIII. Future Board Meeting & Schedule

- a. The next Board meeting will be Friday April 13, 2018 at the Grove Park Inn in Asheville.

IX. Adjourn

Kevin N. made a motion to adjourn the meeting at 9:30a.m. seconded by Jessie King. The Board all voted in favor and the motion passed.