



**CAPCA BOARD OF DIRECTORS MINUTES OF
October 13, 2021 Breakfast Meeting (Hilton Hotel, Myrtle Beach) @ 8am**

<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
Duane Mummert	Governance		X
Melvin Stroble	Governance	X	

I. President's Comments (Kevin Nesbitt)

Breakfast began at 8am.

Kevin Nesbitt called the meeting to order at 8:25am.

Kevin Nesbitt thanked everyone for all their efforts this year. He gave special thanks to Jessie King as Vice President, Mike Abraczinskas as Treasurer, and Bill Lane as Past President for carrying the Board through the dark days of the pandemic and the foresight to start the Vanguard investment account.

The minutes from the September 17, 2021 meeting were reviewed. Jessie King made a motion to approve the minutes with one amendment to remove the dollar amounts from the minutes. Rich Weber seconded the motion. The motion carried.

II. Program Update (Jessie King)

Connie McElroy-Bacon has sent the link to all remote speakers. The hard-wire internet has been tested.

Registrations Numbers:

231 pre-registered; expecting some walk-ins.

45 booths sold.

18 registered for technical session.

Connie McElroy-Bacon has sent all presentations to Greg (IT).

The seats have been spread out.

The camera will be set on the audience so remote speakers will see some of the audience during their presentations.

Speakers have been asked to log in at least 10 minutes before their presentations with no audio or video on.

Capcaquestions@gmail.com will be used for the audience to send questions.

Slides during the breaks will include information on COVID-19 protocol, the agenda, and the list of contributors.

The members went over the names of those that will be controlling the computer (monitoring for questions) and introducing speakers, and adjustments were made as needed.

The computer to monitor questions will be on the stage with the speakers.

III. Committee Reports

Internal Audit (Mike Abraczinskas) – the audit has been postponed; it will get done before the end of the year. The third-party audit will be for 2022 – done in 2023.

Governance (Bill Lane) – the slate of nominated officers was announced. Fern Patterson and Rob VandenMeiracker have been nominated as new First Year Directors. Ruth Albright was thanked for her service as Director.

Retention Policy – more follow-up needed on this; we need to locate latest version of the policy.

Marketing – Penny Mahoney may be cycling off the Board and Randy Taylor may be taking over this Committee. The Board wants this committee to work more closely with the Young Professionals and use more social media.

Young Professionals (Nathan Daniel) – 25 have signed up to attend YP luncheon. Fun games and crafts (mask decorating) will be done during the luncheon. Cornhole and giant Jenga will be set up for Wednesday evening. Committee planning to have one in-person event before the end of the year.

IV. Other Business (Kevin Nesbitt)

The winter board meeting will be at the Crown Plaza Hotel on December 4. We will need to pick a date and location for the February meeting during the December meeting.

It was suggested that we do another survey on locations – possible other locations to consider include Greenville, SC, Cherokee, NC, and Biltmore's new hotel. Attendify is working well.

V. Adjourn

The Board meeting was adjourned by unanimous consent.

Executive Session began at 9:14am to discuss personnel matters.

Bill Lane made motion to adjourn executive session, Jessie King seconded the motion; the motion carried.