



CAPCA BOARD OF DIRECTORS MEETING

August 8, 2015
Hilton Hotel
Myrtle Beach, SC

| <u>Board Members</u> | <u>Role</u> | <u>Present</u> | <u>Absent</u> |
|---------------------------------------|-------------------------------------|-----------------------|----------------------|
| Beth Partlow | President | X | |
| Dale Overcash | Vice President/Program Director | X | |
| Rich Weber | Treasurer | X | |
| Ross Smith | Secretary | | X |
| Myra Reece | 2 nd Year Director | X | |
| Bill Lane | 2 nd Year Director | X | |
| Mike Abraczinskas | 1 st Year Director | | X |
| Duane Mummert | 1 st Year Director | | X |
| Randy Taylor | Past President | X | |
| | | | |
| <u>Staff Members</u> | <u>Role</u> | | |
| Ann Daniel | Executive Secretary | X | |
| Connie McElroy-Bacon | Conference Coordinator | X | |
| | | | |
| <u>CAPCA Committee Members</u> | <u>Committee Represented</u> | | |
| | | | |
| | | | |
| Carl Burrell | Planning/Arrangements/Events | X | |
| Max Justice | Governance | | X |
| Penny Mahoney | Membership and Marketing | X | |
| Fern Paterson | YPG / Membership and Marketing | X | |

I. President's Comments (*Beth Partlow*)

- a. Meeting called to order by President Partlow at 11:29 PM (with a lunch break from 12:15 to 1:15 pm).
- b. Contributors / Exhibitors / Survey Monkey
 - An issue with an exhibitor was discussed and a path forward developed.
- c. Letters from the agencies to permittees were discussed. The requested timing is the 2nd or 3rd week of August.

II. Secretary's Report (*Randy Taylor*)

- a. Review / Approval of Minutes from June 13, 2015 Board Meeting
 - Motion was made by Dale Overcash and seconded by Myra Reece to approve the June 13th meeting minutes – motion passed.

III. Treasurer's Report (*Rich Weber*)

- a. Review of Current Financial Status
 - Reviewed profit and loss statement.
 - Good financial status with net income posting ahead of last year.
 - Industry attendance was the highest it has been since 2012.
 - Discussion on raising fees was postponed until December when all fall expenses and income will be complete and the final year end totals known. The purpose of raising fees would be to build reserves for future meetings such as the 50th anniversary.

IV. Fall 2015 Conference Overview *(Dale Overcash)*

- a. Program *(Dale Overcash)*
 - Agenda is complete and most speakers are confirmed.
 - Email addresses for the speakers need to be sent to Connie.
 - Agenda is ready to be posted on the website.
 - Everything needs to be ready for the program by 1st week in September.
 - Program summaries need to be sent to Dale by August 24th.
 - All speakers must be confirmed by August 24.

- b. Registration *(Ann Daniel and Connie McElroy-Bacon)*
 - Registration is currently open and active. Around 60 people have registered on-line.
 - Reminder will be distributed to mailing list.

- c. Contributors / Exhibitors *(Ann Daniel and Connie McElroy-Bacon)*
 - 44 exhibitors currently reserved for Fall-2015 conference (72 total spaces available).
 - Contributors
 - McNair is donating Lanyards.
 - Several companies need to be contacted to see if they are going to contribute this year. These companies were assigned to various people to follow-up with.
 - We really need people to sponsor a cookie break or keg of beer. A question will be put on the survey to gauge interest.

- d. Arrangements *(Connie McElroy-Bacon)*
 1. Symposium timings:
 - Wednesday – 6:30.
 - Thursday – 5:30 – 7:30.

 2. Young Professionals
 - Wednesday Corn Hole Tournament
5:15 – 6:15
 - Several sponsors of the event – Beer and Equipment.

 3. Thursday Theme
 - Oktoberfest: food and entertainment was discussed.
 - Will have an accordion player.
 - Parker Poe has donated beer steins.
 - Hotel has planned some German foods.

- Will have some additional decorations limited to \$300.
- 2. Parking/Internet
 - Parking to be free.
 - Internet: new system at Hilton-Myrtle Beach as of 06/12/15.
 - Internet: presenters to have internet access (specifically for The EJScreen presentation).
- 3. Gifts / Other
 - Gift - Beverage thermos container with logo.
 - Need to add more stand up tables.

V. Committee Updates

- a. Finance Committee (*Bill Lane/Rich Weber*)
 - Developing a strategy for investment of held funds.
 - Once strategy is developed an investment manager would then manage the funds per this strategy.
 - Worked with one bank but is looking for another proposal.
 - May be ready to present options in December.
- b. Governance and 5-Year Plan (*Randy Taylor/Max Justice*)
 - Trade Mark: the application has been filed, and currently no objections have been received. This is still pending.
 - Committee is reviewing the board of director descriptions.
 - Working on nominating officers and directors for 2016.
- c. Membership and Marketing (*Penny Mahoney*)
 - Discussed AWMA 2015 Conference.
 - Discussed partnering with SCAWWA with website information and by submitting an article for their newsletter.
 - Will also add municipalities and commissioners to email lists.
- d. Young Professionals Committee (YPC) Update (*Fern Paterson/Randy Taylor*)
 - Will continue with networking lunch on Wednesday along with presenting the first technical session and will continue with the Thursday afternoon planning session.
 - Adding Corn hole tournament on Wednesday evening.
 - Membership is growing.

VI. Other Business

- Connie discussed the over-flow hotel issue in Asheville. We have received several complaints about the Crowne Plaza. However, Connie has recently visited the Crowne Plaza and they are undergoing a major renovation that will be completed by the next meeting. She is investigating other hotels. More information in December.

VII. Closed Board Meeting – N/A

VIII. Future Board Meeting & Schedule

- The next Board meeting will be October 14, 2015, at 8:00 am at the Hilton in Myrtle Beach. Breakfast will start at 7:30 am.

IX. Adjourn

- Motion by Dale Overcash / Second by Randy Taylor and Bill Lane to adjourn meeting – motion passed at 2:35PM