# CAPCA BOARD OF DIRECTORS MEETING

**June 13, 2015**  
**Hilton Hotel**  
**Myrtle Beach, SC**

<table>
<thead>
<tr>
<th><strong>Board Members</strong></th>
<th><strong>Role</strong></th>
<th><strong>Present</strong></th>
<th><strong>Absent</strong></th>
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<tbody>
<tr>
<td>Beth Partlow</td>
<td>President</td>
<td></td>
<td>X</td>
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<tr>
<td>Dale Overcash</td>
<td>Vice President/Program Director</td>
<td></td>
<td>X</td>
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<tr>
<td>Rich Weber</td>
<td>Treasurer</td>
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<tr>
<td>Ross Smith</td>
<td>Secretary</td>
<td></td>
<td>X</td>
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<tr>
<td>Myra Reece</td>
<td>2nd Year Director</td>
<td></td>
<td>X</td>
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<tr>
<td>Bill Lane</td>
<td>2nd Year Director</td>
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<tr>
<td>Mike Abraczinskas</td>
<td>1st Year Director</td>
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<td>X</td>
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<tr>
<td>Duane Mummert</td>
<td>1st Year Director</td>
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<tr>
<td>Randy Taylor</td>
<td>Past President</td>
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<tr>
<th><strong>Staff Members</strong></th>
<th><strong>Role</strong></th>
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<tbody>
<tr>
<td>Ann Daniel</td>
<td>Executive Secretary</td>
<td></td>
<td>X</td>
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<tr>
<td>Connie McElroy-Bacon</td>
<td>Conference Coordinator</td>
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<tr>
<th><strong>CAPCA Committee Members</strong></th>
<th><strong>Committee Represented</strong></th>
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<tbody>
<tr>
<td>Carl Burrell</td>
<td>Planning/Arrangements/Events</td>
<td></td>
<td>X</td>
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<tr>
<td>Max Justice</td>
<td>Governance</td>
<td></td>
<td>X</td>
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<tr>
<td>Penny Mahoney</td>
<td>Membership and Marketing</td>
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<td>X</td>
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<tr>
<td>Fern Paterson</td>
<td>YPG / Membership and Marketing</td>
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I. **President’s Comments** *(Beth Partlow)*
   
a. Meeting called to order by President Partlow at 1:00 PM

b. Update on Hotel Contracts
   - Contracts have been signed with Grove Park Inn and Hilton-Myrtle Beach through 2021.
   - Consider change in overflow hotel (or additional overflow options) for Spring-Asheville meetings. Connie to review contracts, review accommodations, and develop alternatives for Board consideration.

c. Contributors / Exhibitors / Survey Monkey
   - Exhibitor space issue from Spring 2015 meeting was reviewed and discussed.
   - Priority booth selection will be provided to contributors that pay contribution and exhibitor space fee by deadline (January 15th).
   - Advertising updates for advertisers have been submitted to the program publisher.
   - The Survey Monkey report for the Spring-2015 meeting was reviewed and discussed.

II. **Secretary’s Report** *(Ross Smith)*
   
a. Review / Approval of Minutes from April 8 and 10, 2015 Board Meetings
   - Motion by Dale Overcash, second by Randy Taylor to approve minutes from the 04/08/15 and 04/10/15 Board of Directors meetings – 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 comparison to budget.
   - Sub-account 5026 (Gifts Expense) to be transferred to sub-account 5034 (Souvenirs Expense).
IV. Fall 2015 Conference Overview (Dale Overcash)

a. Program (Dale Overcash)
   - Reviewed draft agenda that was developed during the 06/13/15 Program Committee meeting.

b. Registration (Ann Daniel and Connie McElroy-Bacon)
   - Registration is currently open and active.
   - Reminder will be distributed to mailing list.

c. Contributors / Exhibitors (Ann Daniel and Connie McElroy-Bacon)
   - 28 exhibitors currently reserved for Fall-2015 conference (72 total spaces available).

d. Arrangements (Connie McElroy-Bacon)
   1. Thursday Theme
   - Oktoberfest: food and entertainment was discussed.

   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).


V. Committee Updates

a. Finance Committee (Bill Lane/Rich Weber)
   - Rich Weber reported in the absence of Bill Lane.
   - Alternative finance / investment vehicles are being evaluated.
   - Discussed “minimum balance” for fund with consideration of Estimated Cancelation Fees.

b. Governance and 5-Year Plan (Randy Taylor/Max Justice)
   - Trade Mark: the application has been filed, and currently no objections have been received. Expect this phase of process to be cleared next month.

c. Membership and Marketing (Penny Mahoney)
   - Theme for Fall-2015 meeting: Oktoberfest
- Discussed AWMA 2015 Conference arrangements – still need some volunteers for CAPCA table in registration area.
- Scholarship process: to be updated in Director’s manual.
- Discussed involvement with other groups / sensitivity marketing to groups.
- Discussed status of letters from state regulatory offices to Title V permittees.

d. Young Professionals Committee (YPC) Update (Fern Paterson/Randy Taylor)
   - Reviewed YPC luncheon at Spring-2015 meeting.
   - Reviewed participants involvement and future plans.
   - Planning to continue YPC luncheon on Wednesday at the Fall-2015 meeting.
   - Discussed Wednesday evening activity (Corn Hole) at the Fall-2015 meeting.

VI. Other Business

- Discussion of 50th Anniversary planning scheduled for the agenda of the August-2015 Board of Directors meeting.

VII. Closed Board Meeting – N/A

VIII. Future Board Meeting & Schedule

a. The next Board meeting will be August 8, 2015, at the Hilton in Myrtle Beach.

IX. Adjourn

- Motion by Dale Overcash / Second by Mike Abraczinskas to adjourn meeting – motion passed at 2:57PM