



CAPCA BOARD OF DIRECTORS MEETING

**10 February 2007
Grove Park Inn
Asheville, NC**

The CAPCA Board of Directors met at the Grove Park Inn on 10 February 2007. The meeting was called to order by President Charlie Carter at 12:40 PM. The attached agenda was distributed to those present at the meeting. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Charlie Carter	President	X	
Tommy Bartlett	Vice President / Program Chairman	X	
Peggi Davis	Treasurer		X
Mark Hawes	Secretary	X	
Don van der Vaart	2 nd Year Director	X	
Penny Mahoney	2 nd Year Director	X	
Renee Shealy	1 st Year Director		X
Max Justice	1 st Year Director	X	
Peter Lloyd	Past President	X	

<u>Staff Member</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Ann Daniel	Executive Secretary		X
Kay Aumiller	Dues & Registration Chair	X	

CAPCA Committee Members Present

Gordon Miller
Carl Burrell
Nancy Marshall, RMT

Committee Represented

Planning / Arrangements / Events
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Guests attending Board Meeting

Minutes from the 2 December 2006 Board Meeting, previously distributed by Mark Hawes, were approved with comments from Peggi Davis, Kay Aumiller, and Peter Lloyd incorporated. **Peter Lloyd** moved to approve the minutes with the incorporation of the comments presented at the meeting with a second offered by **Max Justice**. The motion carried with no objections.

Treasurer's Report:

The treasurer's report was provided by Kay Aumiller in the absence of Peggi Davis and Ann Daniel. An overview of the current bank accounts was provided. Copies of the current bank account statements from Crescent State Bank, Wachovia and Bank of America were provided (reference attachments to minutes). The balances are as follows:

Crescent State Bank (opened 5 December 2006):	\$35,000.60 (Checking)
	\$58,087.28 (Savings)
Wachovia (as of 29 November 2006):	\$37,154.82 (business choice)
	\$81,292.22 (Money Market Savings)
<u>Bank of America (as of 4 December 2006):</u>	<u>\$0.00</u>
Total:	\$211,534.38

Due to costs associated with service charges from Wachovia, there was discussion on the need to review additional institutions that provide lower service fees and higher interest rates. The Board believes that CAPCA should explore institutions that provide the best overall services at the lowest cost to CAPCA. The Board urged Ann Daniel & Kay Aumiller to explore institutions and evaluate the range of options that would be available. A report as to the findings will be provided at a future Board Meeting.

The Board discussed the former Association Planner's laptop and the need to close this issue out. Penny Mahoney moved to close out the records of the Former Association Planner by obtaining remaining "Hard-copy" type records, copy the CAPCA related files from the hard drive of the CAPCA laptop in his position, and authorize the transfer of the ownership of the laptop to Phil Brantley. A second was offered by Max Justice. The question was called with the motion carrying without dissenting votes.

The Board will need to review the CY2005 Audit. A copy of the CY2005 audit will be sent to the members of the Board as a PDF document by Peter Lloyd. Board members are requested to review the CY2005 audit and provide the President with comments by 1 March 2007. The Board discussed the need to initiate the CY2006 audit. The Finance committee should contact the auditor to initiate action on the CY2006 Audit with the audit to be overseen by the Treasurer.

The Finance Committee reported on a recommendation to procure a financial software package and a laptop for the treasurer position. Max Justice moved for CAPCA to spend up to \$4,000 for the procurement of 3 copies of QuickBooks Premium for Non-Profits and a laptop with appropriate software and external storage capabilities. Penny Mahoney offered a second to the motion. The motion passed with no objections.

2007 Spring Conference:

The board considered the contractual information pertaining to the Grove Park Inn and the Spring conference. The logistics and the schedule were discussed along with the associated costs. Mark Hawes moved to authorize Charlie Carter to execute the contract with the Grove Park Inn as discussed. Tommy Bartlett offered a second to the motion. The motion passed with no objections. The Board discussed the need to assess the Spring and Fall meeting expenses to develop a budgeting process for future meetings.

Gordon Miller noted that due to conflicts with his schedule, he is going to be unable to continue with participation in the Planning/Events/Arrangements committee. Nancy Marshall will be serving on the Planning/Events/Arrangements Committee and will be assisting Carl Burrell.

Notes on the Spring Conference:

- ⊕ Internet will be provided in the exhibitor area for 3 days at a cost of \$200 per day.
- ⊕ Bottled water will be provided in several locations at the breaks, etc.
- ⊕ Tea will be provided in the registration area. A Pitcher will be provided as this is cheaper than a gallon.
- ⊕ Pre-conference meeting at 2 PM in Eisenhour on Tuesday before the conference. Meeting is the GPI internal meeting to finalize arrangements.
- ⊕ Water Bottles and portfolios have been ordered and will be shipped directly to the hotel.
- ⊕ Thursday lunch will be lemon baslimic chicken
- ⊕ Friday lunch will be the filet – Beef Oscar.
- ⊕ Wednesday night will be BBQ buffet, pork, chicken & halibut
- ⊕ Thursday, afternoon – brownie break
- ⊕ All other breaks are cookie breaks
- ⊕ Spring arrangements – email to Charlie with approval needed to provide commitment to GPI.
- ⊕ By Easter Sunday CAPCA must confirm the number of attendees and exhibitors. Goes to John Curtis.

2007 Fall Conference:

NO discussion of any consequence for the Fall Meeting.

Program Committee Report

Tommy Bartlett provided an overview of the Program Committee meeting of this date. Some refinement of the Thursday afternoon program may be necessary to assure the program moves timely on Thursday afternoon. All information on the program should be submitted to Tommy within the next two weeks.

Nancy Marshall presented a revised program evaluation that should allow for a more comprehensive evaluation. The new evaluation form seeks to gain more direct comment from the attendees. The Board agreed to proceed with implementing the new evaluation into the Spring meeting materials. A copy of the new evaluation form is attached to the minutes.

Other Business:

The By-Laws Committee will discuss the By-Laws along with proposed actions to facilitate the recommendations made by the committee at the next Board meeting.

Ann Daniel's husband was hospitalized and due to the hospitalization, Ann was not able to attend. Tommy Bartlett moved to send a fruit basket from CAPCA with a cost not to exceed \$100. Peter Lloyd offered a second to the motion. The motion carried on unanimous consent.

Upcoming Meetings:

Wednesday, 11 April 2007 at the Eisenhower Room of Grove Park Inn starting at 8 AM. Carl Burrell will provide additional details as to the meeting time and location if necessary.

Motion to adjourn the meeting was made by Peter Lloyd. A second to the motion was offered by Tommy Bartlett. The question was called and passed with unanimous consent.

The meeting adjourned at 2:40 pm.

Respectfully Submitted,

Mark E. Hawes
Secretary