



CAPCA BOARD OF DIRECTORS MEETING
8 August 2008
Hilton, Myrtle Beach, SC

The CAPCA Board of Directors met at the Myrtle Beach Hilton on 8 August 2008. The meeting was called to order by President Tommy Bartlett at 1:25 pm. The following were present at the meeting.

| <u>Board Member:</u> | <u>Role:</u> | <u>Present</u> | <u>Absent</u> |
|----------------------|-----------------------------------|----------------|---------------|
| Tommy Bartlett | President | X | |
| Peggi Davis | Vice President / Program Chairman | X | |
| Mark Hawes | Treasurer | X | |
| Penny Mahoney | Secretary | | X |
| Renee Shealy | 2 nd Year Director | | X |
| Max Justice | 2 nd Year Director | X | |
| Don Willard | 1 st Year Director | X | |
| Jim Witkowski | 1 st Year Director | X | |
| Charlie Carter | 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 | |

| <u>CAPCA Committee Members Present</u> | <u>Committee Represented</u> |
|--|----------------------------------|
| Carl Burrell | Planning / Arrangements / Events |
| Connie McElroy Bacon | Planning / Arrangements / Events |

Guests attending Board Meeting

- None -

President's Comments:

At Tommy's request, a tour of the Hilton's new meeting facility was provided before the Board meeting was called to order. All were impressed with the new facilities.

Secretary's Report:

Review of the June 21, 2008 meeting minutes resulted in minor changes with regard to the upcoming 40th anniversary discussion. The minutes were approved with these changes.

Treasurer's Report:

At the time of the Board meeting, CAPCA had a balance of the following:

| | | |
|----------|-----------|-----------|
| Crescent | Checking: | \$35,001 |
| | Savings: | \$199,726 |

Mark stated the Wachovia account balance is still not reconciled with the bank's records, though the amount of the discrepancy is not cause for serious concern. It was brought to the Board's attention FDIC only insures up to \$100,000 at each financial institution, which prompted the Board to begin considering other alternatives for the excess balance. One suggestion was to again find a second bank. Another idea was to investigate short term investments, such as CDs. Crescent Bank offers its members a service to find a "best rate" for CDs. A motion was made *that the Finance Committee pursue minimum duration, "risk free" CD's up to \$100,000 at a different financial institution.* The motion carried. This option should allow for sufficient access to funds in the event of a catastrophe or emergency related to the upcoming Fall conference.

Mark gave a 2007 Audit/Tax Update. Eve McCoy, CPA, will have the tax filing ready this week. Due to Mark's and Tommy's upcoming schedule conflicts, the tax statement will be sent to Peggi for her signature and submittal by the August 15 deadline.

Connie made contact with a Quickbooks instructor from NC State. The private instruction course would run \$1200 for two people, and laptops with programs are required. For \$1800, up to 15 people can attend. The instructor is somewhat flexible with a schedule, and the week of August 20 is the target. Mark may also attend.

Some people and positions have changed since the Finance Committee was commissioned a few years ago, so the team was re-evaluated. It was recommended that someone other than the acting Treasurer lead this committee, and Renee Shealy's name was suggested. It

was also recommended Ann and Kay serve on the team, as well as the Treasurer. Another suggestion was to include someone from the membership with general financial knowledge, and Craig Jackson's name was offered. Tommy agreed to contact Renee and Craig to invite them to serve in these positions. (Both Renee and Craig accepted these positions subsequent to the Board meeting).

Planning for Fall, 2008

Program Update:

Peggi reported the program has mostly been finalized, and the tentative agenda has been forwarded to the printer for the first meeting announcement. The committee still has a few speakers to confirm. The new Wednesday break in the exhibit hall has been confirmed and will be highlighted in the meeting announcements. Based on the proposals obtained by Connie, the Board decided to try a new A/V equipment supplier for the Fall meeting. Connie was asked to inquire about a monitor for the speakers' viewing and using two large screens instead of one. Company sponsorship/donation of items such as napkins, cups, etc for future meetings will be discussed at the exhibitors' meeting during the conference. The final meeting notice must be sent to the printer by first week in September for timely distribution. Ann is to order a President's Award plaque as discussed during the meeting. Gift options were decided and assigned to Connie to finalize. Connie was also asked to check on other options for room set up in the new Hilton meeting room.

Other Business:

Web Site

Suggestions for website corrections/updates/improvements should be forwarded to Ann and Kay, who will in turn work with the webmaster to get them implemented. Passcodes will be given to attendees at the conference so access to the presentations can be better controlled. This passcode will be different for each meeting.

Tommy asked Connie to investigate "PayPal" or other similar systems to use for credit card pre-registration. The target is a trial run of pre-registration in the spring, with a full roll out perhaps by Fall 2009.

Planning for the 40th Anniversary

Volunteers for the 40th Anniversary Planning committee include Renee, Penny, Ann, Kay, Jim and Carl. Connie will be an integral part of this committee, and Peggi will organize the team. Other volunteers are welcome, too.

By-Laws Committee

It was suggested the nominating committee propose terms for transitions (such as the longer term for the Treasurer and how the officer rotation would be effected), in addition to the slate of nominees. The by-law changes approved by the membership at the Spring 2008 meeting allow for more flexibility in this area.

Growth and Planning

Due to past scheduling conflicts, the 5 Year Planning meeting previously discussed is now planned for the Tuesday before the conference. Tommy will extend invitations.

General

Each of the Board members is encouraged to get more sponsors. Increasing sponsorship will be an agenda item for the future planning meeting in October.

Future Board Meetings & Schedule

The next two Board meetings will be held at the Grove Park Inn on Saturday, December 13 and Saturday, February 7.

The meeting adjourned at approximately 3:58 pm.

Respectfully Submitted,

Peggi Davis, for Penny Mahoney,
CAPCA Secretary