



CAPCA BOARD OF DIRECTORS MEETING
20 October 2006
Myrtle Beach Hilton, SC

At the conclusion of the Carolina Air Pollution Control Association's Fall meeting the Board of Directors met at the Myrtle Beach Hilton for the regularly scheduled post conference Board of Directors meeting. The meeting was called to order by President Charlie Carter at 1:35 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	

<u>CAPCA Committee Members Present</u>	<u>Committee Represented</u>
Gordon Miller	Planning / Arrangements / Events
Carl Burrell	Planning / Arrangements / Events

Charlie Carter opened the meeting by stating that Phil Brantley had issued a verbal resignation in front of the membership on 19 October 2006 during the By-Laws Committee report and that the Board need to determine what actions needed to be taken to address the resignation of the Association planner. Don van der Vaart moved to accept Mr. Brantley's verbal resignation as association planner. A second to the motion was offered by Tommy Bartlett. The question was called and passed with unanimous consent.

The Board considered options to address the responsibilities assumed by the Association Planner. Charlie Carter noted that Gordon Miller and Carl Burrell had volunteered to establish a Planning & Arrangements Committee to handle the required preparations for the upcoming Board Meetings, Spring, and Fall Conference. It was recommended that a committee of this type should seek volunteers from the membership at large to serve on the committee. After much discussion, Don van der Vaart moved to establish a Planning and Arrangements Committee with the

chairmanship of the committee to be appointed by the President. A second to the motion was offered by Renee Shealy. The question was called and passed with unanimous consent.

Upon establishment of the committee Gordon Miller agreed to initiate contact with the Grove Park Inn (GPI) and Carl Burrell agreed to initiate contact with the Hilton at Myrtle Beach. Charlie Carter was to draft a letter to the GPI and the Hilton acknowledging the resignation of Phil Brantley and designating those that would be authorized to work with the hotels on behalf of CAPCA. Lianne Huber with the Hilton spoke briefly to the board to confirm that CAPCA and the Hilton had entered into contracts for the Fall Meeting through 2007 [Lianne Huber is the Hilton's liaison/event manager assigned to CAPCA]. CAPCA would be contacted in the future by Vick Richter (he will be the new account manager) to discuss future meeting dates. In those discussions, CAPCA was advised to seek the inclusion of wireless service as part of the meeting contract. Currently wireless access must be paid for by anyone seeking its use. Charlie Carter introduced himself to Leann as the current President, explained that Phil Brantley had resigned his duties with CAPCA, and that ALL invoices associated with the Fall meeting should be sent ONLY to CAPCA at the CAPCA mailing address. Mr. Carter repeated this and it was acknowledged by Leann that all invoices would be sent to the CAPCA mailing address in Raleigh.

Charlie Carter noted that with the resignation of the association planner that there would be financial issues that would need to be resolved. Ann Daniel confirmed that she had signature authority at Wachovia for the checking account, but was uncertain if that authority also extended to the savings account at Bank of America. After much discussion, it was decided that CAPCA must notify the banks that Phil Brantley was no longer authorized to conduct any business on behalf of CAPCA and that he was no longer authorized to access those accounts. Charlie Carter will provide a letter to each of the banking institutions noting the aforementioned. Charlie Carter requested that Ann Daniel contact both Wachovia and Bank of America to insure that all statements and correspondence be sent directly to her at the CAPCA mailing address. Further, to insure that someone would be available to write checks in the event that Ann was unable to, Charlie Carter directed Ann Daniel to take the necessary action to authorize and add the CAPCA Treasurer to the accounts as an authorized user. Furthermore, the President directed the Executive Secretary to obtain on-line access and determine if it could be incorporated into the current software package used by the former Association Planner. Charlie Carter directed Mark Hawes to contact Eve McCoy and advise her of the resignation of Phil Brantley and advise that due to his resignation, he could no longer conduct any business with her on behalf of CAPCA. Mark was further instructed to request Eve to hold any and all records until such time that they could be obtained by a current member of the Board for disposition with the Treasurer. Renee Shealy volunteered to contact Eve McCoy and retrieve the records.

Given the transition that is occurring with the departure of the association planner and the ongoing work of both the By-Laws Committee and the Financial Committee the Board noted that a newsletter should be sent out explaining the work being conducted by the By-Laws Committee and the Financial Committee. The Board agreed this should be explored further and would be taken up again at the December meeting.

Fall Conference Overview:

Attendance Information:

Pre-registration	395		Walk-ins
Walk-ins	65	Wednesday	46
Incompletes	0	Thursday	18
No Shows	-18	Friday	1
<hr/> Total Attendance	<hr/> 442	<hr/> Total Walk-ins	<hr/> 65

Sponsors/Advertisers/Exhibitors Comments:

Ann Daniel attended the exhibitors meeting and reported back to the Board. She noted that for the most part that the exhibitors were pleased with the Fall Meeting, except they would like to have bottled water. Peggi Davis suggested that a letter of thanks and information on the transition be sent to all exhibitors, sponsors, and volunteers by the President. The president concurred and is to draft a letter to be sent to the aforementioned group.

Volunteers:

It was suggested that vendors bring in bottled water as a vendor give away. No further comments were note.

Program:

There were no issues noted with the program as all speakers came as expected. All of the sessions appeared to be very well attended. Comments were received that the Global Warming session was well timed and with excellent speakers. Tommy Bartlett is assuming the role of Program Chair and will be reviewing the evaluations for consideration of additional ideas for the spring meeting. He is to have them summarized for the upcoming December Board Meeting.

Arrangements:

With the resignation of the association planner and the adoption of a Planning and Arrangements Committee there was not a report available on this issue. The Planning and Arrangements Committee will meet concurrently with the Program Committee at the December Board Meeting at 10 AM.

Spring Meeting:

Discussion was deferred on this subject until the December Board Meeting:

Finance Committee:

The Finance Committee will not take any further actions until after the December Board Meeting to allow time for financial responsibilities to be assumed by the Treasurer, bank issues to be resolved, and receipt of the Fall Meeting Invoices.

Upcoming Meetings:

Saturday, 2 December 2006 at the Grove Park Inn starting at 10 AM. Gordon Miller to provide additional details as to meeting times and locations.

Saturday, 10 February 2007 at the Grove Park Inn. Times and locations not yet determined.

Motion to adjourn the meeting was made by Don van der Vaart. A second to the motion was offered by Penny Mahoney. The question was called and passed with unanimous consent.

The meeting adjourned at 2:41 pm.

Respectfully Submitted,

Mark E. Hawes
Secretary