



CAPCA BOARD OF DIRECTORS MEETING

24 October 2007

Myrtle Beach, SC

The CAPCA Board of Directors met at the Myrtle Beach Hilton in North Myrtle Beach, South Carolina on 24 October 2007. The meeting was called to order by President Charlie Carter at 8:30 am. 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>
Carl Burrell	Planning / Arrangements / Events
Nancy Marshall	Planning / Arrangements / Events

Guests attending Board Meeting

None

Secretary's Report:

Minutes from the 18 August 2007 Board Meeting and the 01 October 2007 Conference Call were distributed by Mark Hawes. These minutes will be discussed and voted on in the Friday 26 October 2007 meeting. The 9 June 2007 Board Meeting, previously distributed by Mark Hawes, will be reviewed at the 26 October 2007 meeting to allow

Board Members sufficient time to make comments and have them incorporated into the minutes.

Treasurer's Report:

The treasurer's report was given by Mark Hawes. Currently, all financial data has been entered into Quicken. There are several errors in the data that need to be reconciled with the bank statements. If the errors cannot be found by Friday, the data may be turned over to the accountant to find if the cost is not more than the amount that needs to be reconciled.

The balances are as follows:

Financial Institution	Account Type	Balance	Current as of
Crescent State bank	Checking	\$101,880	30 September 2007
Crescent state Bank	Savings	\$197,060	30 September 2007
Wachovia	Business Choice	\$12,541	30 September 2007
Wachovia	Money Market	\$78	30 September 2007
Total Funds Available:		311,251	

Finance Committee Report

No report was given at this meeting due to time constraints.

2007 Fall Conference:

Arrangements

Several final issues were discussed.

- The registration area needed to have the signs relocated. There were 399 people Pre-registered and 60 Booths rented. There are 4-5 Booth spots vacant.
- There was a question around whether there was wireless access included in the contract for the exhibitor's hall. This was suppose to have been added and Carl was going to follow-up and make sure this was available.
- Somehow CAPCA lost 63 room nights and Carl was going to track those down. All rooms were in the block were booked so the board commented that this loss

was probably due to system issues. Carl was also going to ask if we got extra credit for rooms with more than one bedroom.

- The board decided on planning for 200 for lunch on Friday like last year unless there was a significant different between the number from last year and the previous year.
- We will try to determine if the convention center will be completed by next year and we might try to have a tour of the new facilities for the exhibitors on Friday morning.

Program

Everything is ready for the program. There was one speaker change for Thursday afternoon. All session chairs need to remind everyone about turning in the survey and being eligible for the \$50 gift card to be given on Friday.

The By-Laws committee update will focus on the super-majority issue and the responsibilities of the officers.

General Discussion & Additional Issues

None

Other Business:

Planners

Two Planners will attend the dinner Wednesday night and will be sending us proposals to coordinate future conferences. A suggestion was made to invite both to the December 8th meeting at the Grove Park.

Future Board Meetings & Schedule

The next two board meetings will be on December 8th and February 9th both at the Grove Park Inn. Everyone needs to let Carl know if they will be attending so he can be sure we have enough rooms blocked.

Adjourn

Motion to adjourn the meeting was made by Renee Shealy and a second to the motion was offered by Peter Lloyd. The motion carried.

The meeting adjourned at approximately 9:42 am.

Respectfully Submitted,

Penny C. Mahoney