



CAPCA BOARD OF DIRECTORS MEETING
2 December 2006
Grove Park Inn
Asheville, NC

The CAPCA Board of Directors met at the Grove Park Inn on 2 December 2006. The meeting was called to order by President Charlie Carter at 1:02 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

Committee Represented

Planning / Arrangements / Events
 Planning / Arrangements / Events

Guests attending Board Meeting

Nancy Marshall, RMT

Volunteer

Minutes from the 18 October 2006 Board meeting and the 20 October 2006 Business Meeting, previously distributed by Peggi Davis, were approved with no additional comments. Tommy Bartlett moved that the minutes be approved as submitted with a Second offered by Peggi Davis. The Motion carried with no objections.

Minutes from the 20 October Board Meeting, previously distributed by Mark Hawes, were approved with comments from Ann Daniel 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 Ann Daniel and Peggi Davis. An overview of the current bank accounts was provided by Ann Daniel. The Hotel and Beverage expenses associated with the 2006 Fall Conference expenses have been paid. Geiger Carolinas (2006 Fall participant gifts) and printing costs remain outstanding as of this meeting. The credit card bills have been paid. Copies of the current bank account statements from Wachovia and Bank of America were provided (reference attachments to minutes). The balances are as follows:

Wachovia (as of 29 November 2006): \$125,117.87
Bank of America (as of 31 October 2006): \$92,550.49

CY2006 carryover will be similar as in years past.

Due to the difficulties experienced during the current transition due to the resignation of the Association Planner the Board discussed changing the accounts and likely the institutions used for banking. After much discussion, Peter Lloyd moved to have Ann Daniel proceed with closure of the Bank of America account and open an account at Crescent State Bank with the funds from the Bank of America account with signature authorizations for Ann Daniel, Kay Aumiller & the current treasurer. Penny Mahoney offered a second to the motion. The Motion carried with no dissenting votes. Ann is to report back to the board at the next Board meeting.

2006 Fall Conference Overview:

Attendance Information: See attachment entitled "CAPCA 2006 Fall Attendees" as provided by Kay Aumiller. No further discussion on this issue occurred.

2007 Spring Conference:

The Board considered the need to hold constant or if there is a need to raise the fees. Much discussion on the costs ensued. Costs for guests are estimated at approximately \$50 per person. The fees for guests are currently set at \$40/person. However, the board believes that the costs are basically offset due to the lack of attendance at the Friday Lunch meeting.

The Board considered issues raised by the exhibitors to include wireless internet service in the exhibition area of the conferences. There was much discussion over the logistics of this matter. The Board agreed that this issue should be investigated further. The Board considered exhibitor rates that would allow for such amenities to be added in the future. Max Justice moved to equalize cost via charging \$725 for the base booth. Renee Shealy offered a second to the motion. The motion carried as proposed with no dissenting votes.

The Planning, Arrangements, & Events committee of Carl Burrell and Gordon Miller reported on the 2007 Spring Conference planning and logistics. Blocking of rooms will follow the same as in years past with the following proposed.

Monday	10
Tuesday	25
Wednesday	400
Thursday	400
Friday	50

Saturday

25

The Board discussed the need to explore the logistics of switching the speaking room and the exhibit room for the Spring 2008 Meeting to provide fewer disturbances in the speaking area. The Committee will look into the matter further.

The 2007 Spring Conference will be set as follows:

- ⊕ Tuesday morning: Coolidge Room will be set up and available for set up on Tuesday evening
- ⊕ Wednesday Morning: Eisenhower Room: Switch to plated breakfast cost savings
- ⊕ Wednesday Lunch available for the registration site
- ⊕ Wednesday Evening: plan for 350
There was much discussion surrounding the costs and the amount of beverages being consumed during the evening events. Previous events have used 9 kegs over the two hour seminar at a cost of \$2400. To better understand the consumption and associated costs the board agreed to the following beverage arrangements:
Bar: Provide Mixed Drinks along with a mix of bottled beers and no more than 2 kegs of beer to provide a variety of options that will allow the Board to assess the costs and alcohol consumption: The Board agreed that each night would include two kegs & then bottles. Soft drinks will also be provided.
- ⊕ Coolidge Room for Registration
- ⊕ Thursday: Breakfast: Continental Breakfast with addition of scrambled eggs.
- ⊕ Thursday morning break 10 AM – 400 people – Cookies
- ⊕ Thursday Lunch: 450 people – Plated Lunch – same as lunch today (chicken with nuts) also with 15-20 veggies plates & alternatives
- ⊕ Thursday afternoon break: brownies break @ 1430
- ⊕ Thursday dinner: Turkey, Ham, Beef, cheese, fresh fruit, deli meat & cheese, egg rolls, etc.
Beverage arrangements will be the same as Wednesday evening.
- ⊕ Friday: Exhibit Hall: will be booked for the entire day with exhibitors to start moving out around 11 AM
- ⊕ Friday: Coolidge Room for registration
- ⊕ Friday: Breakfast: same as Thursday morning.
- ⊕ Friday morning break: 10 Am – same as Wednesday
- ⊕ Friday Lunch: Plated lunch for 200 people – Twin Petite Filet Oscar with Key Lime Pie or Strawberry Short Cake for Dessert.
- ⊕ Board Meeting: Assorted Soft drinks and Tea

2007 Spring Conference Gift: The typical gift order is approximately 500. Various gift alternatives were considered for the spring meeting. Penny Mahoney moved to select the 32 oz. Nalgene Bottle along with a portfolio at a cost of approximately \$16 for both. Renee Shealy offered a second to the motion. The motion carried with no dissenting votes.

Program Committee Report

Tommy Bartlett provided an overview of the Program Committee meeting of this date. The program is taking shape with Friday set for a panel discussion on Global Warming. There will be a Program Committee meeting via conference call on 10 January 2007 to discuss speakers and other logistics for the 2007 Spring Conference.

Nancy Marshall with RMT prepared a letter noting some suggestions that should be incorporated into the surveys. Based upon the number of attendee surveys that are submitted, 69 out of 442 at the Fall meeting, there is concern that the responses are not capturing thoughts and ideas the attendees may have concerning the conferences. It was noted that most of the comments received were either 4's or 5's without any real comments provided. The Board suggested that Nancy review the current questionnaire and suggest options to update or change the current survey. Nancy will provide an update at the next Board Meeting. The Board offered its thanks to Nancy and RMT for the tremendous amount of effort put forth to summarize the information in the surveys and look at the system of surveys.

Other Business:

The issue of payment of dues, registration fees and other fees paid by CAPCA members, guests, and exhibitors was briefly discussed. It was noted that there would be increased costs associated with receiving payment via credit cards. Renee Shealy suggested that clear communications would be needed to insure that the cost associated with credit cards versus payment by check was understood by the membership. The Board decided to discuss this in further detail at a later meeting.

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.

With the resignation of the Association Planner at the 2006 Fall Conference various transition issues remain to be addressed. Charlie Carter brought forth the issue of smoothing the transition by possibly having the Treasurer not automatically move up to the role as Program Chair and become a multi-year position. The Board agreed to discuss the matter in more detail at the February 2007 meeting.

Upcoming Meetings:

Saturday, 10 February 2007 at the Grove Park Inn starting at 10 AM. Gordon Miller to provide additional details as to meeting times and locations.

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

The meeting adjourned at 3:37 pm.

Respectfully Submitted,

Mark E. Hawes
Secretary