



CAPCA BOARD OF DIRECTORS MEETING
13 April 2007
Grove Park Inn
Asheville, NC

The CAPCA Board of Directors met at the Grove Park Inn on 13 April 2007. The meeting was called to order by President Charlie Carter at 1:20 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

Carl Burrell
 Nancy Marshall, RMT
 Meredith Mangum

Committee Represented

Planning / Arrangements / Events
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Guests attending Board Meeting

2007 Spring Conference Review & Critique:

Attendees/Sponsors/Exhibitors - Ann Daniel & Kay Aumiller

In the interest of time, the President chose to forgo this report until the June Board meeting.

Arrangements -Carl Burrell & Nancy Marshall

Nancy reported that 97 surveys were received. She will be reviewing the forms and providing a formal overview of the comments at the next board meeting. Overall immediate comments were very positive.

Michael McKeowen, of the Grove Park Inn, is the new convention manager that has been assigned to CAPCA. He was very visible and worked well with CAPCA staff. The arrangements committee noted the meeting preparations and the execution of those went smoothly due to the interaction with the GPI staff.

Charlie Carter reported that the GPI had sent a notice last week noting that the room rates will be increased for the CY2008 Spring meeting. The new room rate will be \$119 per night. The group generally agreed that there were a couple of minor issues that needed to be raised with the hotel. The two main issues for resolution concern the block of rooms allocated to CAPCA and the cut-off date for reservations. The Planning/Arrangements/Events committee will be working with the GPI staff to resolve those issues. The Committee will report back on the status of these issues at a future board meeting.

The Exhibitors were pleased to have wireless internet access in the exhibitor hall. They also appreciated having caffeine free diet soft drinks. The only issue of concern is the set up of the beverages and food that tended to cause congregation in the middle of the room rather than movement throughout the hall. The food and beverages should be set up such that it promotes attendees moving through the exhibit hall to see all of the vendors.

The Board discussed consideration of switching the meeting room locations. One issue of concern is that the meeting room is smaller than the current exhibition hall. Movement of the exhibition hall into the current meeting room space will provide a smaller exhibition space. This could be an issue for the vendors' symposium. This will be discussed in more detail at a later Board meeting with a decision to be made prior to November 2007.

It was noted that Exhibitors requested that the booth costs be increased by \$25 to purchase one or two prizes that would be awarded to attendees that collected "stamps" from each locations. This is suggested as a possible solution to promote movement of traffic throughout the hall. The board considered this request and has chosen to not change the rates at this time.

The vendors would like to have the afternoon break on Wednesday afternoon at 3:15 in the exhibit hall for the Spring at the GPI. This may not be possible for the Fall meeting due to the locations of the rooms on different floors.

The departure of Gordon Miller from the Planning, Arrangements, and Events Committee left the committee in need of additional volunteers to assist with the endeavors of the committee. Meredith Mangum has agreed to become a member of the committee.

Program – Tommy Bartlett & Program Committee

No issues were noted readily from the attendees. Nancy Marshall noted that she would have these summarized for the June 2007 Board Meeting.

Planning for 2007 Fall Conference:

Arrangements & Contract –Carl Burrell & Nancy Marshall

The Committee will be addressing two main issues for the Hilton concerning the room block and the cut-off date for reservation.

Charlie noted that the Hilton contacted him and requested that we consider moving forward with executing new contracts. This will be taken up at the June Board Meeting.

Carl Burrell noted that the new parking deck at the Hilton has been completed. The new deck should easily accommodate all of the parking needs of CAPCA. In addition, the parking deck will allow you to walk directly into the front door of the Hilton. The Conference center will not be available until 2008.

PROGRAM - TOMMY

The Program committee met and has provided an initial list, as prepared by Penny Mahoney. Tommy Bartlett noted how indebted he was to Penny for doing his job for him.

Charlie suggested that the program consider pulling in some topics that could be marketed to the Military bases to provide additional incentive for their participation.

Other Business:

FUTURE BOARD MEETINGS & SCHEDULE

The next board meeting will be June 9, 2007 at a location to be determined. The Program Committee will meet at 10 AM and the Board will convene immediately following Lunch.

Additional Options for Bank Accounts - Ann Daniel

Peter moved to close the Wachovia Account upon receipt of CY2006 / CY2005 records and authorize Ann Daniel and Kay Aumiller to open a new account at First Charter. Penny Mahoney offered a second to the motion. The question was called and was passed with unanimous consent.

Finance Committee Update & 2006 IRS Filing - Mark Hawes

With the transition still underway, a report was not provided at this time. The Board will be updated at a later meeting.

Bylaws Committee Update - Max Justice

An update to the Board will be provided at a later date.

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

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The meeting adjourned at 2:50 PM.

Respectfully Submitted,

Mark E. Hawes
Secretary