



CAPCA BOARD OF DIRECTORS MEETING

02 April 2008

Grove Park Inn, Asheville, NC

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on 02 April 2008. President Tommy Bartlett called the meeting to order at 08:35 am. 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>
Arm Daniel	Executive Secretary	X	
Kay Aumiller	Dues & Registration Chair	X	

CAPCA Committee Members Present

Carl Burrell
Nancy Marshall
Meredith Magnum

Committee Represented

Planning / Arrangements / Events
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Guests attending Board Meeting

- None

President's Comments:

President Tommy Bartlett opened the meeting by stating that our new planner, Connie McElroy-Bacon, will arrive at the meeting at lunch today. Her first board meeting will be on Friday.

Secretary's Report:

The minutes were reviewed and Peggi Davis moved to approve minutes. Don Willard seconded.

Penny mentioned that the paper minutes prior to 2000 have been destroyed. A disc with the minutes up until 1999 was given to Ann to put in a Safety Deposit Box. CAPCA does not have a safety deposit box at this time. This will be discussed at the next meeting. All minutes and associated information have been put on disc. Another disc will be given to Ann at the next board meeting with the secretarial documents from 2000 to 2007.

A discussion was held around what else to include on these official discs besides the minutes. It was decided that all mailed correspondence to members also be included.

Treasurer's Report:

Crescent	Checking:	\$35,917
	Savings:	\$314,812
Wachovia	Total:	\$12,226

The net income is \$155,716.

The 2006 audit from Eve McCoy, CPA, was distributed at the end of the meeting. This report states that things are in order. It was recommended to engage Eve McCoy for the 2007 audit.

Kay handed out a 2007 income sheet that tracks income from attendees, contributors, booth fees, etc. This is important for the annual audit. We are also going to take this information and develop a 2009 budget.

Kay and Ann are still waiting on Wake Tech for the QuickBooks course.

Credit Cards will be accepted at the door for this meeting. The bank will lend us a machine for two weeks at a time for each meeting. Pre-Registration with a credit card is not available right now but should be investigated.

Finance Committee Report

No report.

Planning for Spring 2008

By-Laws Voting Update

Max is going to be at the voting table in Registration to assist with the voting and to answer any questions.

No one has had any questions on the by-laws.

Ballots will be counted each day to see whether the majority vote requirement is satisfied.

Program Update

Peggi said that the agenda is in good shape. The NC/SC updates on Thursday were listed backwards in the meeting notice. This will be announced today and tomorrow for people who only come to one of these sessions. There were some issues in one of the Friday morning sessions but there are back-up speakers available.

Tommy suggested that On-line presentations should be available to members only. Members would be given a code to get access to them. No action taken on this issue yet. It will be further considered by the Board.

Sponsors or Exhibitors:

Exhibitor spaces are full. Space for ads in the program is becoming a concern. Half the room is set up so exhibitors 1-22 can set up at 8:00 am today. The others can set up at 1:00 today.

Registration and Voting:

There are 416 people registered. This is the 3rd highest ever pre-registered. Last year for the spring meeting we had 376 pre-registered. We have 103 exhibitors and 23 speakers.

Voting will be done at the gift table. Total membership is currently 367, but we will likely get more members during the meeting. As long as 2/3rds of the membership votes for the bylaw changes then we do not need to contact the non-attending members. If the non-attending members are needed, we can contact them via e-mail.

Arrangements/Gifts:

Gifts are jump drives and they are ready to be distributed.

Arrangements for the meeting are all on track. The only issue is the Thursday lunch due to the numbers of people that might be attending.

Wireless instructions for the exhibit hall are available and will be given to the exhibitors.

Future board meetings are scheduled at the GPI for December 12-14, 2008 and February 6-8, 2009

Surveys

Meredith is shadowing Nancy this meeting to take over the surveys for the next several meetings. The door prices for the surveys are two nights and two breakfasts in the Grove Park Inn and a dinner gift certificate. These will be given on Friday at lunch.

Other Business:

Planners

Carl, Tommy, Peggi, and Max or Charlie will meet after this board meeting to review the wording of the planner contract.

Future Board Meetings & Schedule

The next board meeting will be on April 4th at the Grove Park Inn. The board meeting will start after the luncheon.

Adjourn

Motion to adjourn the meeting was made by Peggi Davis. Jim Witkowski offered a second to the motion. The motion carried.

The meeting adjourned at approximately 9:55 am.

Respectfully Submitted,

Penny C. Mahoney
Secretary