

CAPCA BOARD OF DIRECTORS MEETING
April 21, 2006
Grove Park Inn, Asheville, NC

Attendees:

Peter Lloyd	Tommy Bartlett	Charlie Carter	Phil Brantley
Hanneke Counts	Penny Mahoney	Don vander Vaart	Mark Hawes
Kay Aumiller	Ann Daniel	Peggi Davis	

Absent: Jim Joy

The meeting was called to order by President Peter Lloyd at 12:55 pm.

Spring 2006 Conference Review

As of today, 408 attendees registered, with very few no shows. Phil won the guess on headcount. It was a good report from the exhibitors' meeting; all issues were resolved quickly. It was recommended foods be labeled to aid those with dietary restrictions.

In response to a suggestion, the Board discussed supplying wireless internet during the conference at the Grove Park. Preliminary estimate shows service can be provided for all meeting rooms for \$600 per day. Access in rooms is a separate charge from meeting area. The Board decided not to take action since access is provided in the Great Hall, and for fear that it would be a disturbance to fellow attendees.

Evaluation forms ended up on two separate pages because of a late submittal from a large contributor, and it would have caused a significant delay since the rest of the program was already set. Some problems were noted in the fonts from the contributor ads.

As previously suggested, the Board is still considering inviting local military groups to attend a conference. Don knows some contacts.

Many positive comments were received regarding the Wednesday session. It was agreed the technical session is becoming more important. A suggestion was made to allow for some break out sessions, such as by industrial categories.

Construction activities at the Hilton will be mentioned in the Fall meeting announcement to make prospective attendees aware of potential issues. Phil will get a status from the hotel. It is important for at least one Board member (preferably the whole Board) to visit the Hilton prior to the conference to check on potential issues. There will be a 10 am program meeting prior to the next Board meeting.

Other issues

Mark gave a brief summary of the Finance Committee recommendations for the Board to consider, and deferred discussion until the next meeting. The issues to be considered are:

- timeliness of personal expense reconciliation; no less than quarterly; appropriate review responsibilities
- review of receipts prior to disbursement of funds (writing checks)
- review of contractual obligations and signatory authority

The next Board meeting is tentatively planned for June 17, with a back up date of June 24. This meeting will likely happen in Columbia, to make it easier for invited guests, Eve McCoy and the remaining members of the By-laws committee. The entire By-laws committee will be invited to present its findings. Eve will be invited, so Board members can have an open discussion. Phil did not agree it was necessary for Eve to be present; most questions can be answered through correspondence. The majority of the Board wants Eve to be present. The preferred date for the August meeting is the 12th, with the 26th as an alternative.

Board members are asked to take the following actions:

- review the By-laws and be prepared to discuss at next Board meeting
- review report and correspondence provided by Eve McCoy and be ready to discuss at next meeting. Send any comments or questions to Peter, who will forward to Eve in order for her to prepare responses prior to meeting.

The meeting adjourned at 2:15 pm.

Respectfully Submitted,

Peggi Davis
CAPCA Secretary

Revised after 6/17/06 comments