



## CAPCA BOARD OF DIRECTORS MEETING

04 April 2008

Grove Park Inn, Asheville, NC

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on 04 April 2008. President Tommy Bartlett called the meeting to order around 01:00 pm. 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 <sup>nd</sup> Year Director	X	
Max Justice	2 <sup>nd</sup> Year Director	X	
Don Willard	1 <sup>st</sup> Year Director	X	
Jim Witkowski	1 <sup>st</sup> Year Director	X	
Charlie Carter	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	
Connie Bacon	Planner	X	

### CAPCA Committee Members Present

Carl Burrell

### Committee Represented

Planning / Arrangements / Events

### Guests attending Board Meeting

- None

### **President's Comments:**

President Tommy Bartlett opened the meeting by stating that this conference was excellent. Many people commented that this was the best conference ever.

### **2008 Spring Conference Review & Critique:**

#### **Attendance**

Kay reported 54 walk-ins /17 didn't show up for a total attendance number 456.  
470 people total paid.

Ann stated we had a suggestion that CAPCA offer for bid to the membership the ability to sponsor cups, lanyards, or napkins. We will re-discuss at the next board meeting.

Exhibitors were very happy. It was a very short exhibitor meeting.

#### **Arrangements**

Carl reported that all arrangements went well. There was only one comment that we should offer diabetic desserts.

The only other issue was that the air handling system interfered with the question and answer session. The microphones could not overcome the noise. GPI knew of the air handling system problem and was working to repair it.

The lights should also be turned up during the Q&A section so we can see who is responding.

#### **Program**

Peggi did an outstanding job on the program. There were a lot of good suggestions for the fall. Sustainability and Greenhouse Gases were brought up again. A luncheon speaker was suggested. Peggi thanked the program committee for their help.

#### **Surveys**

There were 142 evaluation forms. This is a record. A report will be given at the next meeting.

### **By-Law Voting**

The voting went very smoothly. Many people had not read the information sent out with the mailer. The information was explained during registration. Putting the ballot box near the gift table went well.

Beginning of registration:	367
New members on 4/2:	64
New members on 4/3:	15
Total Membership	446
2/3rds for needed approval:	298
FOR:	388
AGAINST:	2
INCOMPLETE:	5

All ballots were double counted. With a total membership of 446 and 388 votes in favor, the amended by-laws were approved and will be posted on the web-site.

Max stated that the lesson from this vote is that the 2/3rds requirement is a high hurdle. In the event of a controversial by-laws change, it could be difficult to attain.

See attached memo from the by-laws committee.

### **Planning for Fall 2008**

The August meeting will be held at the Myrtle Beach Hilton. The Hilton is aware of our plans.

The exhibits will be open for the Wednesday technical session at Myrtle Beach. The exhibitors will be contacted that they can be set-up by 3:00 pm for the 1<sup>st</sup> break. They can start setting up at 7:00 am.

### **Other Business:**

#### **CAPCA Planning Session**

The CAPCA Planning Retreat will be a half-day session during the week between the June and August board meetings. We will plan this at the next board meeting. A team will be formed that will include Board members, and possibly some other key CAPCA members. We want to use a facilitator to help get through this session. Everyone needs to bring his or her ideas to the next board meeting. Max offered to allow us to use his office in Charlotte for this meeting.

### **NCSU \$1000 Scholarship**

Ann mentioned that we received our letter from NCSU to support a student in the undergraduate program of the NCSU Physical & Mathematical Sciences Foundation pursuing a career in air quality. Penny motioned to continue this scholarship and Mark seconded. The motioned carried.

### **Other**

Mark mentioned that he was going to bring a break down of the budget between the spring and fall meetings at the next board meeting. This will help in planning the 40<sup>th</sup> Anniversary Celebration.

The 40<sup>th</sup> Anniversary Celebration will be in the Fall rather than the Spring next year since the last several celebrations have been in the Spring. Connie will begin looking into options for this event.

Previously, letters were sent from both state agencies to Title V facilities in order to encourage participation. Based on recent attendance records, it may not be necessary to send out similar letters at this time.

### **Future Board Meetings & Schedule**

The next board meeting will be on June 21, 2008 at Sea Trail Resort on Sunset Beach. The following board meeting will be in August at the Myrtle Beach Hilton.

The half-day CAPCA Planning Retreat will be between the June and August board meetings.

### **Adjourn**

Motion to adjourn the meeting was made by Don Willard and Mark Hawes offered a second to the motion. The motion carried.

The meeting adjourned at approximately 2:00 pm.

Respectfully Submitted,

Penny C. Mahoney  
Secretary