

CAPCA BOARD OF DIRECTORS MEETING
August 12, 2006
Myrtle Beach, SC

The CAPCA Board of Directors met at the Myrtle Beach Hilton on August 12, 2006. Peter Lloyd, President, called the meeting to order at 12:50 pm.

Attendees:

Peter Lloyd	Mark Hawes	Charlie Carter
Peggi Davis	Hanneke Counts	Penny Mahoney
Kay Aumiller	Ann Daniel	Don van der Vaart

Absent: Tommy Bartlett, Jim Joy, Phil Brantley

A motion to accept the minutes from the June 16 meeting and July 19 conference call was approved and passed.

Treasurer's Report

Due to Tommy's and Phil's absences, Phil's financial report was provided by Hanneke. The account shows a balance of \$218,584.49 as of the end of July. The account is in line with last year's status. This report is attached to these minutes as information.

The financial audit for 2005, being conducted by Eve McCoy, should be available for review by the next Board meeting.

A motion was made that *the standing audit committee be reinstated, as specified in the by-laws, to audit the financial records for the organization for 2006*. The motion was approved and carried. Mark was asked and agreed to chair the committee, and can invite other members to join if the committee believes it is appropriate. The committee is charged with a full accounting of the financial transactions.

Spring Conference 2006 Review

Charlie reported results of the survey from participants. The question regarding credit card use for an extra charge received more negative than positive responses, with participants more willing to pay the extra fee for conference registration than for annual dues. Additional comments included remarks about cell phone courtesy, the speakers' occasional difficulty with A/V equipment, and positive feedback on the 'free' bottles of water.

Fall Conference

Ann needs information (topics/titles) to send to the printer by the end of the week for the first mailing. The first meeting announcement will be sent out first class/pre-sort mail. The final version of the agenda is needed by the end of the month. The final meeting notice will be sent first class mail. A vote was taken on the gift. Charlie reported everything is on schedule and looking good for the fall meeting. As far as the hotel construction activities, the parking deck should be available for this year's fall meeting, and condos are expected to be completed by Spring 2007. Leanna Huber is the contact for hotel arrangements. No new sponsors, and only a few exhibitors at this point. Exhibitors seem less than usual for the fall. It is believed the exhibitor's hall for the spring conference is preferred. This issue should be resolved with the completion of the Hilton's Conference Center, expected in 2008.

By-laws Committee

Peter will contact Max Justice, leader of the By-laws committee, to address implementation procedures for the following committee recommendations:

- 1) procedures for membership notification, collection and tally of votes

- 2) recommend written procedures for the disbursement of funds and other financial responsibilities
- 3) compile descriptions of duties and responsibilities of officers and other designations
- 4) develop procedures on filling a Board vacancy
- 5) provide recommendations regarding transition of officers, i.e. calendar year vs. conference year, especially with respect to Program Chair and Secretary.

Finance Committee

Mark Hawes, committee leader, suggested waiting until the by-laws committee recommendations are presented, so there are no contradictions or duplicate efforts on financial transaction procedure recommendations.

Other Business

Peter will check with Barry Henderson regarding a "Policies and Procedures" notebook referenced in an archived CAPCA document.

The Board discussed a member's proposal to organize a "carbon neutral" conference. The matter was considered, and the Board decided not to pursue.

Flowers were sent to the family of former President Jack Preston, on the passing of his parents.

Peggi submitted to Peter a nomination for the CAPCA President's Award, but the matter was only briefly discussed and temporarily deferred.

The meeting adjourned around 3 pm.

Respectfully Submitted,

Peggi Davis
CAPCA Secretary
10/18/06