



CAPCA BOARD OF DIRECTORS MEETING
 12 December 2009
 Grove Park Inn
 Asheville, NC

The CAPCA Board of Directors met at the Grove Park Inn in Asheville, North Carolina on 12 October 2009. The meeting was called to order by President Peggi Davis at 1:05 p.m. The following were present at the meeting.

<u>Board Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Peggi Davis	President	x	
Penny Mahoney	Vice President / Program Chair	x	
Mark Hawes	Treasurer	x	
Max Justice	Secretary	x	
Don Willard	2 nd Year Director	x	
Jim Witkowski	2 nd Year Director		x
Sheila Holman	1 st Year Director	x	
Randy Taylor	1 st Year Director	x	
Tommy Bartlett	Past President		x

<u>Staff Member:</u>	<u>Role:</u>	<u>Present</u>	<u>Absent</u>
Ann Daniel	Executive Secretary	x (by telephone)	
Kay Aumiller	Dues & Registration Chair		x

CAPCA Committee Members Present

Committee Represented

Connie McElroy-Bacon
 Carl Burrell

Planning / Arrangements / Events
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Guests Attending Board Meeting

Renee Shealy
 Nancy Marshall
 John Sudnick

Secretary – Elect
 1st Year Director - Elect
 1st Year Director - Elect

Secretary's Report

The minutes for the 21 October 2009 Board of Directors Meeting, the 23 October 2009 Board of Directors Meeting, and the 23 October 2009 Business Meeting of the membership (as distributed to Board Members in advance) were reviewed. After suggested corrections were discussed, it was moved and seconded that all three sets of minutes, as amended, be approved. The motion was passed.

Treasurer's Report

Mark Hawes distributed the 2008 financial audit dated 3 December 2009 prepared by Mark Hawes, Sheila Holman, Randy Taylor and Renee Shealy. The Committee found that the financial records were in order, but recommended some improvements which the Board accepted.

Mark recommended that an internal audit be performed each year. The Board needs to make a decision about whether to do an external audit for 2009. The Board will decide that issue at its February 2010 meeting.

Mark then reviewed the P&L Report and 2009 Income Statement. The bank account balances were then reviewed.

Next, Mark distributed the 2007 Audit Report from Eve McKoy. No issues were noted with the report.

Committee Reports

Finance Committee. The Finance Committee reported regarding on-line conference registration. It is now available for testing internally and is expected to be ready for use by the membership 1 January 2010. There are no changes in committee membership. There was no further report beyond what was presented as part of the Treasurer's Report.

Sponsorship Committee. Peggi Davis reported for Jim Witkowski, who was ill and could not attend. We had 17 sponsorships in 2009. A discussion occurred regarding maintaining or even increasing these important sponsorships in 2010.

Program Committee. Comments and evaluations from the Fall 2009 survey forms were presented by Max Justice. The comments revolved mostly around facilities, food, accommodations and presentation. The Fall 2009 Conference generally was thought to be the best ever. Attendance was 460.

Next, the Spring 2010 Program outline was discussed. The topics have been identified and at the February 2010 Program Committee meeting the program will be finalized.

Membership & Marketing Committee. Carl Burrell reported that this Committee met at the Fall 2009 Conference to map out future actions. Two sub-committees are being formed to focus on a review of CAPCA materials and how to improve the utilization of the CAPCA website. Also, the Committee plans to review the scholarship program and to recommend any needed changes for Board consideration.

Next, the Board discussed whether to give the access code for conference materials to persons who ask for it, but did not attend the conference. The consensus was that the code should be given to dues-paying members in good standing.

Governance Committee. After discussion, it was decided that Penny Mahoney will replace Max Justice as head of this committee as he transitions to Program Chair.

New Business

The Board discussed setting fees for 2010. The fee charged to CAPCA for credit card use by members for registration was discussed, but no action will be taken at this time. No change will be made in booth fees for exhibitors and the hotel charge for electricity will now be included in the booth fees.

Registration, membership and guest fees for 2010 will remain the same.

The Board then discussed adoption of a Procurement Policy proposed by Renee Shealy. Several suggested revisions were proposed. Renee will make the revisions and propose the revised Policy for adoption at the February 2010 Board meeting.

Max Justice is to finalize previously suggested revisions to the proposed Conflict of Interest and Whistleblower policies for consideration at the February 2010 Board meeting.

Connie reported on her research on getting CAPCA programs approved for educational credit.

The bookkeeper's contract expires at the end of 2009. She will be requested to make a proposal for continuing her activities on the same basis as now.

The Board will review the financial arrangements with Ann and Kay at the February 2010 meeting.

Next Meeting

The next Board meeting will be on Saturday, 6 February 2010 at the Grove Park Inn in Asheville, North Carolina.

Adjourn

Motion to adjourn the meeting was made, seconded and passed. The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Max E. Justice
Secretary