



CAPCA BOARD OF DIRECTORS MINUTES OF
 Program and Board Meeting (Crown Plaza Hotel, Asheville) on
 February 5, 2022 @ 8am

Board Members	Role	Present	Absent
Jessie King	President	X	
Mike Abraczinskas	Vice President/Program Chair	X	
Rhonda Thompson	Treasurer	X	
Tim Agner	Secretary	X	
Deb Basnight	2 nd Year Director		X
Amy Marshall	2 nd Year Director	X	
Fern Paterson	1 st Year Director	X	
Rob VanderMeiraker	1 st Year Director	X	
Kevin Nesbitt	Past President	X	
Staff Members	Role		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Accountant		X
Terri Bacic	Registration		X
CAPCA Committee Members	Committee Represented	Present	Absent
Dale Overcash	Marketing/Governance		
Carl Burrell	Marketing/Arrangements/Events		
Rich Weber	Governance	X	
Ross Smith	Governance	X	
Nathan Daniel	Young Professionals	X	
Austen Meyer	Young Professionals	X	
Randy Taylor	Marketing	X	
Beth Partlow	Marketing/Governance	X	
Penny Mahoney	Marketing		X
Mark Hawes	Governance		X
Duane Mummert	Governance		X
Melvin Stroble	Governance		X

Program Meeting began at 8:30am.

Mike Abraczinskas distributed program agenda. Agenda was discussed and adopted as a working agenda for the Spring 2022 meeting at Grove Park.

Young Professionals Committee Update - Nathan Daniel and Austin Meyers

- 20 people attended session and luncheon during Fall meeting
- All wanted to be a part of committee
- 70% were industry, 30% regulatory

Jessie King called the Board Meeting to order at 10:02am.

Jessie welcomed everyone to Asheville.

She proposed sending a letter to the membership to promote CAPCA, thank Contributors, and request Contributors to contribute.

Secretary's Report

October 15, 2021` board minutes were presented.

Kevin Nesbit made the motion to approve, Fern Patterson seconded, minutes were approved by unanimous vote.

December 4, 2022 board minutes were presented.

Mike Abraczinskas made the motion to approve, Kevin Nesbitt seconded, minutes were approved by unanimous vote.

Treasurer's Report

Rhonda Thompson distributed the Treasurers report as information.

Balance sheet, profit and loss statements and expense sheets were included with a final summary of Fall 2021 meeting expenses.

Complete details can be found in the Treasurer's report.

Contributors and Exhibitors

Ann Daniel reported the month end total in checking.

The board received an update on sponsors.

Sponsors can now pay with Credit Card.

Four have confirmed and paid for 2022.

Expect most of the previous sponsors to return for 2022.

2021 sponsorship levels were at 12 for the 2021 Spring Meeting and 9 for the 2021 Fall Meeting.

Randy Taylor suggested that the Sponsor Levels need to be reevaluated.
Suggested readding the \$500.00 level.

Pre pandemic sponsorships were 2 times 2021 levels.

Jessie will chair committee to reevaluate Sponsorship levels.

Committee will consist of Anne Daniel, Randy Taylor, Kevin Nesbitt, and Jessie King.

Arrangements

Connie McElroy-Bacon reported that she plans to drop C-Vent Event platform. Dropping C-Vent requires a 60-day cancellation notice which we missed for 2022.

Connie resigned contract for 2022, with added event fee for spring and fall meetings.

C-vent assigned a new representative to build Spring event with hope to clone the event for the Fall 2022 meeting.

C-vent to have registration open the week of February 7, 2022.

A calendar was suggested to keep up with contracts and contractual obligations.

Connie plans to use Eventbrite for the new event platform once C-Vent is cancelled.

Issues with C-Vent include getting credits issued, it changes and evolves quickly, and costs.

Fees for the spring meeting increased by \$20.00 per person and exhibit space increased by \$200.00.

Thursday night theme will be Country and Western, Cowboy up.

The Spring gift will be a blue tooth speaker.

The Grove Park Inn will add a \$10 per night resort fee.

Registration for Grove Park Inn is open. 200 rooms left in block currently.

The rate is good for 3 days prior and 3 days after the meeting.

CAPCA has 20 NC government employee rooms, 20 SC government rooms, 3 CAPCA employee rooms, and 10 CAPCA guest rooms held in the block.

Connie will check on the credits given for Comp rooms vs. Free rooms.

She will also compare old and new contract for Comp rooms.

The Audiovisual contract remains unchanged for the Spring meeting.

Things to think about is the Grove Park Inn contract for future events.

2022 rates are \$249.00 plus \$10.00 resort fee.
2023 rates will be \$259.00 plus \$20.00 resort fee.
2024 rates will be \$269.00 plus \$30.00 resort fee.

Connie to update the Grove Park Proposal and look at other potential locations.
Any suggestions?

It was stated that people enjoy Grove Park Inn and the formula seems to work well for CAPCA.
Suggestions for fall giveaway.

Spring Program 2022

Michael Abraczinskas presented the Spring program with topics and speakers.

Committee Updates

Finance

Rhonda presented a 2022 working Budget based on the 2019 budget with a cost of inflation adjustment.

Mike Abraczinskas made the motion to approve, Kevin Nesbitt seconded, the budget approved by unanimous vote.

For information Financial Reviews should be done in house and 3rd Party Audits should be done by an outside party.

A 3rd Party Audit should be scheduled for 2023. Discussions for external audit were tabled for further discussion.

Governance

A copy of the Document Retention Policy was distributed to the CAPCA board member for review.

Jessie will request all Historic Documents to be purged as per the Document Retention Policy. The remaining documents will be stored in one location.

Membership and Marketing

Recommendations from Kevin Nesbitt and Randy Taylor to:

1. Update the Web Site.
2. Improve LinkedIn presence.
3. Post a letter from the President on the Web site.
4. Post to LinkedIn weekly.
5. Post pictures from board meetings and events.
6. Post any Notices to web site and LinkedIn.

7. Add tab to website linking to LinkedIn.

Establish a social media committee, provide chairman with the authority to post as needed. Kevin and Randy volunteered and Nathen Daniel will Chair the committee. Social media Committee would need to approve postings before being posted.

All relevant pictures should be sent to Nathen.

Connie informed the Board that she can update the Website easily now.

Mad Mimi's will be posted promoting the upcoming Conference.

Young Professionals

Nathan Daniel reported 36 positive responses to the latest Survey Monkey.

The Young Professionals are looking for sponsors for future events. The events will be in Charlotte, Raleigh, Columbia, and Greenville.

A sponsor for the cornhole event with a band is also needed.

Jessie King suggested a Community Service Project for a future Young Professional event.

Additional Business

COVID appears to be diminishing at the current time, will continue to monitor current CDC recommendations.

Change By Laws to allow adding one new director per year instead of two. There would be two or three directors in line for the officer positions.

The current Strategic Plan was last revised in 2014. The board will discuss and update the 5-year plan in an extended June board meeting.

Next Board Meeting to be June 10 and 11, 2022 at the Myrtle Beach Hilton.
Connie will check for availability.

Kevin Nesbitt motioned to adjourn.

Mike Abraczinskas seconded

Unanimously concurred.

Safe travels to all!

Submitted by Tim Agner, Secretary

April 4, 2022