



CAPCA BOARD OF DIRECTORS
MINUTES OF BOARD MEETING (April 10, 2024 @ 8:00 am)
 Grove Park Inn, Asheville, NC

<u>Board Members</u>	<u>Role</u>	<u>Present</u>	<u>Absent</u>
Mike Abraczinskas	Past President	X	
Rhonda Thompson	President	X	
Tim Agner	Vice President/Program Chair	X	
Amy Marshall	Treasurer	X	
Rob VandenMeiracker	Secretary	X	
Margaret Sembos	2 nd Year Director	X	
Ruth Albright	2 nd Year Director		X
Mallory Sparks	1 st Year Director	X	
Sean Alteri	1 st Year Director		X
<u>Staff Members</u>	<u>Role</u>		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Bookkeeper (retired)		X
Gwen Sneed	Bookkeeper		X
<u>CAPCA Committee Members</u>	<u>Committee Represented</u>		
Jessica King	Governance	X	
Kevin Nesbitt	Governance/Contribution	X	
Rich Weber	Governance		X
Dale Overcash	Governance	X	
Beth Partlow	Marketing/Governance		X
Mark Hawes	Governance	X	
Randy Taylor	Marketing/Governance	X	
Carl Burrell	Arrangements/Events	X	
Sanjam Singh	Young Professionals	X	
Pierce Werner	Young Professionals	X	
Bill Lane	Finance Committee	X	
Melvin Stroble	Membership and Marketing / Young Professionals	X	

Board Meeting

I. **President's Comments (Rhonda Thompson)**

- a. Call to Order (8:20 AM)
- b. No comments on proposed agenda
- c. Welcome to new Board members for 2024 (Sean Alteri and Mallory Sparks)

II. **Secretary's Report (Rob VandenMeiracker)**

- a. Review and approval of minutes from February 3, BOD meeting
- b. No changes
- c. Motion to approve to with edits: Tim Agner
- d. Seconded: Margaret Sembos
- e. Approved via unanimous vote

III. **Treasurer's Report (Amy Marshall)**

- a. Several handouts distributed
- b. Overview of current financial status

IV. **Spring Conference Arrangements (Connie McElroy-Bacon & Ann Daniel)**

- a. Current registration and exhibitor counts
 - a. 54 booths occupied
 - b. 340 registered attendees
 - c. 22 registered for workshop (8 are not attending the full conference)
- b. Black rock providing Thursday night door prizes, YP games prizes, and Friday morning giveaways
- c. Presentations will be posted on CAPCA website day of conference (not on app) – ASH24
- d. We are currently under the F&B minimum
- e. Our GPI Account manager is leaving, requested new contract for 2026
- f. Discussed logistics for fireside chat on Thursday AM
- g. Lunch is at Eisenhower 12:30
- h. **Action:** Due to the non-registrant attendance at workshop, should we consider a specific registration fee for the Workshop?
- i. GPI Maps are on the Whova App
- j. Thursday evening theme – The Great Outdoors
- k. Electronic attendance certificates will be mailed out on Friday for those who requested them

V. **Spring 2024 Conference Agenda (Tim Agner)**

- a. Everything is final
- b. Kevin will replace Ruth as a moderator
- c. YP will have three speakers related to career growth and planning
- d. First CAPCA attendees will get a sticker instead of a ribbon denoting their status
- e. Regardless of weather, YP happy hour is in the same location
- f. Around the horn update status
- g. Computer assignments previously distributed, see handout.
- h. Program Committee Meeting – Margaret may lead this
- i. Door prizes at the end of the final session.
- j. Discussed ELM Solutions requested speaking spot.

VI. 2024 Slate of Committee Chairs and Members (Rhonda Thompson)

Finance Committee – Amy Marshall (Chair)

- Ann Daniel
- Connie McElroy-Bacon
- Tim Agner
- Mike Abraczinskas
- Mallory Sparks
- Rhonda Thompson

Governance Committee – Mike Abraczinskas (Chair)

- Beth Partlow
- Jessie King
- Mark Hawes
- Randy Taylor
- Dale Overcash
- Rich Weber

Membership and Marketing Committee – Ruth Albright (Chair)

- Mark Hawes
- Jessie King
- Ann Daniel
- Connie McElroy-Bacon
- Pierce Werner
- John Bird
- Claire Corta
- Margaret Sembos
- Sean Alteri
- Melvin Stroble
- Kevin Nesbitt – Contributions Subcommittee (Chair)

Young Professionals Committee – Sanjam Singh/Peirce Werner (Co-Chairs)

- Melvin Stroble (Board Liaison)
- Need to add other member names

Program Committee – Tim Agner (Chair)

- All Board and Committee members

VII. Committee Updates

a. Finance (Amy Marshall)

- Received extension for 2023 Taxes filing
- Finance Committee Meeting Friday PM before Fall CAPCA Planning Meeting (November)
- Follow-ups from Financial Review
 - Discussed recommendations, decided that only access to investment account needs to be addressed. **Action:** Bill Lane to facilitate change.

b. Governance (Mike Abraczinskas)

- Met previously
- Updates to position descriptions drafted and distributed to sub-committee
- New board manuals to be distributed

- Discussed external financial reviews, will continue to discuss
- Discussed how to change bylaws, no consensus
- Dropbox access, rights
 - o Secretary position responsible for moving forward
- Approved reimbursement for Mike for preparation of the Director’s manual
 - o Tim proposed a motion to approve and Amy seconded. Motion passed without dissent.

c. Membership and Marketing (Jessie King) – will report in June meeting

d. Young Professionals (Sanjam Singh/Pierce Werner)

- Social event on March 9 in Raleigh (approx. 10).
- **Action:** For future events, Connie will send announcements of future events – consider full CAPCA list
- YP group requesting CAPCA to support reserving a table / room for future events. Or, have a sponsor cover the cost, up to \$500 per event for two events for the year. Funds are not to cover alcohol purchases. Sponsor to pay venue directly for ‘tickets’. **Action:** Add this to the budget for next year or determine if it fits under another category.

VIII. Other Business?

a. Action: Consider if a short (one page) document summarizing operations should be developed and kept up to date for reference.

b. Adjourn

Motion to adjourn: Mike A, Second: Amy M.
Adjourned at 9:54 AM

Submitted by Robert vandenMeiracker, April 12, 2024.