

CAI CHEESAPEAKE REGION CHAPTER
Board of Director's Meeting
July 17, 2018
Office of American Community Management

The meeting was called to order by Ruth Harlan at 4:13 p.m.

Board members present were Ruth Harlan, Neil Alioto, Rod Clark, Maura Hancock, Allen Mott, Gary Saylor, John Taylor and Kerrie Zander. Bill Hasselman arrived at 6:15. Also in attendance was Camille Cimino, CED.

Mr. Mott **motioned** to accept the agenda as presented. Mr. Alioto seconded. Approved.

A clarification on the June 13, 2018 minutes is needed (Nominating Section) – Board members agreed that there should be a single individual, either from staff or from the Board, assigned to pick up ballots from the post office box. Mr. Mott **motioned** to add the verbiage '*The president shall designate someone to pick up ballots from the P.O. Box*' to paragraph 3 of the nomination procedure. Mr. Alioto seconded. Approved

Mr. Alioto **motioned** to approve the June 13, 2018 minutes as amended. Mr. Mott seconded. Approved.

CED MANAGEMENT AND COMMITTEE REPORTS

Education (Bill Hasselman)

- Evaluations of the June 6th HR seminar were provided.
- Financials for HR seminar were provided.
- Ms. Harlan prepared a chart of this year's Seminar Expense to Revenue spreadsheet for 2018 and shared it with the Board.

Education Committee (Bill Hasselman)

- Minutes from Education Committee Meeting provided.

Educational Planning Retreat (Bill Hasselman)

- Event to start at 2 pm versus 3 pm due to Ms. Eaton , the Education Committee Chair having a Board meeting that night.
- Staff to reconfirm whether Ms. Eaton will run meeting.

Expo Committee, October 30th (Kerri Zander)

- Minutes from the Expo meeting provided.
- Draft agenda for the general session provided.
- The Expo Committee met with Kirk McEwen, the Game Host for the General Session. They had a very positive impression.
- The Expo Committee is working to generate attendance. Ideas include:

- Offering a \$10 off '1st time attendee' discount to all Member and Non-Member Managers who attend the Expo. Discounted pricing would be \$40 for Member Manager and \$50 for Non-Member. The CAI Board will have further discussion of the proposal.
- Giving badges to first time attendees to help CAI Board members identify them.
- Having a drawing at any Chapter Seminar and give out a free ticket to the event.

Membership (Ruth Harlan)

- Minutes from the Membership Meeting provided.
- It has been the Chapter's policy to drop from a committee roster any members that miss three unexcused committee meetings.
- Ruth Harlan offered to make a friendly call to any Committee Chairs to discuss any problems they may be having with committee participation.
- Ms. Harlan will prepare a statement that can be presented to the Board for approval at the September breakfast meeting and then added to the committee charters.
- Staff will send Ms. Harlan a master list of all the committees along with the names of any members that are not participating fully.
- June statistics were provided for:
 - Expired members – There were 11 expired members.
 - New Members – There were 17 new members.
 - Results of Homeowner Board members calling new Homeowner Board members
 - Organization/Individual Type Matrix.
 - Total Members as of June 2017 - 858
 - Total Members as of June 2018 – 1015
 - BP's: 144 Mgr's: 255 H/O's: 404 Mgmt Co's: 33 = 836
- The Board has been hearing great things about Membership's outreach.

DelMarva (Allen Mott)

- The Delmarva Committee will schedule a conference call to discuss in August to discuss 2019 programs.
- Committee is looking at two dates for seminars: February 1 and April 26.
- Topics have not been discussed.
- Ms. Harlan has had feedback that distance is an issue for some Delmarva participants.
- Ms. Cimino indicated that Hotel contracts have been signed with the Fenwick Inn and Hampton Inn Rehoboth Beach.

Newsletter (Rod Clark)

- Minutes from the July 5th meeting provided.
- Committee has approximately 20 members.
- Current newsletter is ready to go.
- Fall/Winter issue will include a 'conflict of interest' article.

Financial (Rod Clark)

- USPSFCU MM account is closed; SECU MM account closed & staff moved \$58,000 from SECU, ____ from SECU Money Market and ____ from USPSFCU to a newly opened MM account at First National Bank (Ms. Harlan & Mr. Clark to sign paperwork from First National Bank.). Interest rate is 1.98%.
- Account Balance Summary – as of June 30 provided in packet.
- Profit & Loss – Year to date Report provided.
- June Bank Statements provided.
- Treasurer's Report provided.
- Ms. Harlan recommended laddering future CD's; It would be a good idea to put this in the guidelines. Ms. Hancock will provide a sample "Investment Policy" to assist in developing one for the Chapter.
- Name on the bank account is incorrect. It should be corrected with the banks. It also should to be corrected on last year's tax return; the Chapter Logo needs to be updated on all official documents.

Mr. Clark **motioned** to change to the organization's official name on all official documents (financial, letterhead, bank records, website, tax return etc.) and in the footer on correspondence. Mr. Saylor seconded. Accepted

- The audit is in progress. Mr. Clark is releasing information to Malcom Tan as needed. Ms. Cimino reported auditor has been to the office twice. Auditor is talking to National about direct membership deposits. This entry item needs to be discussed with National for next year.

Holiday Social (Gary Saylor)

- Minutes from the June 29th meeting provided.
- Committee explored several themes and chose a 'Carnival' theme for the event.
- Some members of the Committee will visit the Westin on August 1st to evaluate room.
- Event start time will be 5:30 p.m. instead of 5:00 pm.
- Sponsorship prices were adjusted to draw in more support.
- Food will be mini crab cakes, Asian Stir Fry Station, Pasta Station and Ice Cream Sundae Bar.
- Mr. Allen **motioned** to rename this year's event from 'Holiday Social' to 'Annual Social Extravaganza' as per the committee's recommendation. Ms. Hancock seconded. Accepted. In future years, the event will be referred to as the "Annual Social" with the option for another word similar to "extravaganza" to be used depending on the theme of the social.
- The committee would like the Association to cover some of the sponsorships if they are not sold. Discussion included giving Business Partners time off from sponsoring events.

Mr. Alioto **motioned** that, in the event of unsold sponsorships, the Annual Social Committee is permitted to approach the Board for up to \$2,500 in funds to cover unsold sponsorships. Mr. Clark seconded. Accepted.

- Mr. Mott **motioned** that staff shall select 3 options for the small gifts that are given to all committee members that attend the Annual Social. Staff can then see which one of the three the committee likes best. Gifts may be up to \$20 per person. Mr. Saylor seconded. Accepted.

Golf: June 20th (Maura Hancock)

- Financial report provided.
- Post Event Meeting – The committee had a great breakfast and reviewed all aspects of the Annual Golf Outing. Seven Committee members attended.
- The Committee recommends Waverly Woods for next year.
- The course sold alcohol from two of the carts that were driven by Course personnel. We were unaware of this and will inform the course that this is not to happen again next year.
- The committee discussed maybe getting some quotes from other caterers; possibly explore the option to use food trucks. the Board agreed to leave the decisions about food up to the committee. “First right of refusal” letters will be sent to past sponsors asking if they would like to sponsor again. The committee will not ask them to sign up for a foursome at that time. This will provide all other members with an equal opportunity to sign up for the foursomes.

Nominating (Allen Mott & Bill Hasselman)

- Proposed changes to the bylaws provided.

[PROPOSED CHANGES COMPARED TO EXISTING CHAPTER BY-LAWS]

SECTION 2. Nominating Committee. Each year the **Board of DirectorsExecutive Committee** shall designate a **nNominating cCommittee** that shall consist of the **iImmediate pPast pPresident** of the Chapter, the **President-eElect** and at least three other Members of the Chapter who are not elected officers of the Chapter and who are not running for election. In the event the immediate **Ppast Ppresident** is running for re-election, **no longer a member of the Chapter, or otherwise unable to serve on the Nominating Committee**, he shall not **service serve** on the **nNominating cCommittee** and, the **eExecutive cCommittee** shall appoint a member of the Chapter to serve in his place. **If the immediate past president is running for election, then another member of the Board who is not running for election shall be designated by the Board as a substitute.** At least one **Mmember** of the Nominating Committee shall be a **Homeowner Leader Community Association Volunteer** and no more than two (2) **Mmembers** of the Nominating Committee may be from the same **Mmembership** class. Unless otherwise directed by the **eExecutive cCommittee**, the **iImmediate pPast pPresident** of the Chapter shall serve as chairman of the **nNominating cCommittee**. If the **iImmediate pPast pPresident** is **running for election ineligible or unable to serve as chairman of the Nominating Committee**, then the **President-eElect** shall serve as chairman.

Mr. Alioto **motioned** to approve the proposed amendment to the Bylaws as submitted by the committee. Mr. Saylor seconded. Accepted.

- The 2019 Call for Nominees has been mailed to members.

LAC (Legislative Action Committee)

- CAI National accepted the Chapter's recommendation to move Marie Fowler and Steve Randol to permanent positions on the MD LAC for 2018. It is unclear if this decision was made by CAI National or the MDLAC.

Mr. Taylor **motioned** to move Marie Fowler and Steve Randol to permanent positions on the MD LAC for 2018 and to continue for 2019; Susan Rappaport for the third position and John Taylor as a Member at Large. Mr. Saylor seconded. Accepted.

- Nominations for 2019 are due by September 14th.
- Ms. Harlan sent an email to the current chairman of the Maryland LAC committee, Peter Philbin asking for any suggestions on how the Chapter can work with the MDLAC more effectively. The Board agreed that Ms. Harlan may move forward with her efforts to open a dialog with Mr. Philbin.

New Business – Ms. Harlan requested that the Board receive the minutes of the previous month sooner than the monthly board mailing. Ms. Blake stated that she could support a 10-day turn around on the production of the minutes.

Old Business

Office Relocation Research (Bill Hasselman, Allen Mott and John Taylor)

- Committee provided an Office Buildout and Operating Cost Estimate report. Monthly expense is estimated to be between \$2,500 and \$3,000 per month.
- Committee has reviewed CAI's financial status for previous years and has concluded that the Association can afford to relocate and maintain new offices.
- Mr. Taylor **motioned** to relocate the Chapter's physical office to a location in the Columbia area. Mr. Saylor seconded.

Discussion:

- The committee requested that a staff visit be scheduled for 1 August to see the two office spaces being considered..
- Ms. Zander stated that she will abstain from voting and had to leave the meeting at 6:20 pm.
- The Board wants Ms. Cimino to continue as the Executive Director. Ms. Cimino said she is not prepared to commit to the new office and questioned the purpose of moving. It was her understanding that the committee was only investigating the financial feasibility of relocating the office and did not know until now that it was to be a definite move.
- Ms. Cimino detailed the extended number of hours she dedicates to CAI functions and does not think that level of service will be possible if CAI is no longer located at The Laurel Group's office in Annapolis, MD.

- Ms. Hancock is concerned that the committee has not allotted enough time to prepare for the transition.
- Mr. Saylor withdrew his second and Mr. Taylor amended his **motion** to say that the Board is going to move offices, probably to one of two locations currently available in Columbia, MD. Mr. Saylor seconded.

Discussion:

- Ms. Harlan believes the organization needs to move forward to meet its vision. More work is needed before the lease/contract is signed and she recommended developing an exit strategy in the event these office spaces do not meet CAI's needs.
- Ms. Cimino was not in a position to confirm that staff will still be under contract to CAI if the Chapter Office is no longer located in Annapolis, MD. She requested time to digest what the Board has just determined. She noted that this will be a significant change for the staff and that Jennifer Driscoll will not continue to work with the Chapter if the office moves to Columbia, MD.

The question was called and the vote was 5 ayes, 1 opposed and 1 abstention. Motion accepted.

Meeting was adjourned at 6:45 p.m.

Respectfully submitted by:

Nan Blake
Nan Blake, Recording Secretary

August 2, 2018
Date

Edited by Maura Hancock, Secretary and Camille Cimino, CED.