

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
June 13, 2018
Office of American Community Management

The meeting was called to order by Allen Mott at 4:15 P.M.

Board members present were Neil Alioto, Rod Clark, Maura Hancock, Bill Hasselman, Allen Mott, Gary Saylor, John Taylor and Kerrie Zander. Ruth Harlan arrived at 4:30p.m. Also in attendance was Camille Cimino.

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

Mr. Alioto motioned to approve the May 16, 2018 minutes. Mr. Hasselman seconded. Approved.

CED MANAGEMENT AND COMMITTEE REPORTS

Seminars (Bill Hasselman)

- The May 16 Breakfast Seminar "Basket Cases"
Evaluations show that the seminar was well received.
Financials – The seminar was a financial success.
- May 19 Homeowner Seminar "Reserve To Preserve: How to Keep your Community from Crumbling Beneath Your Feet"
Evaluation results ranked the program well received.
Financials – seminar made a new profit of \$40.93.
- June 6th Human Resources Seminar had 35 people attending.
We had never put on this topic before and it was well attended.
It was a great workshop program with great evaluations.

Education Committee (Bill Hasselman)

- Minutes from Education Committee Meeting
- Ms. Cimino has not seen the summary from the meeting. But, the committee is struggling for topics.
- Concerns were voiced that we're repeating the same topics.
- Next meeting will be June 27th
- Board is to call Management companies to appoint a representative to serve on the Education Committee to bring in new ideas.
- One management company stated that he's concerned about the amount of time that managers would be out of the office attending seminars.
- Ms. Harlan brought up that podcasts/webinars are the "hot" item. Camille contacted National to find out how many of the Chesapeake Chapter are

taking advantage of the DC webinars but they were unable to provide those details.

EXPO Committee: (Kerri Zander)

- Minutes from Expo Meeting
- Ms. Cimino is going to present a timed agenda to facilitate a better meeting outcome.
- Kirk McEwen has been chosen as the Game Host for the General Session program. He is a DJ for 98 Rock. During a phone conversation with Camille Cimino, he indicated that he was open to mentioning the Expo on his radio show.
- The morning presentation will be a game show production. There will be 5 experts on the panel, five have been chosen by the Committee and the list will be finalized at their June 12th committee meeting.
- Ms. Cimino is working with Martin's West to assure enough bandwidth to allow for full participation for voting through a mobile app that must be downloaded before the start of the morning seminar.
- The Board voted to offer 98Rock their own table for give-aways.
- Board requested that the afternoon sessions be: Active Shooter & Robert's Rule of Orders.
- Final Vendor brochure and application went out to members week of June 18th.

Membership Committee (Ruth Harlan)

- Minutes from Membership Meeting
- May statistics
 - Expired Members
 - New Members
 - Matrix

Total Members as of May 2017 - 872

Total Members as of May 2018 – 1027

BP's: 146 Mgr's: 251 H/O's: 418 Mgmt Co's: = 33 = 848

Delmarva: BP's: 8 Mgr's: 61 H/O's: 98 Mgmt Co's: = 12 = 179

- Committee is excited to have business cards.
- Ms. Harlan asked the Homeowner Board members to contact new Homeowners.
- Staff will divide up the listing and send to the Board with bullet points.
- Update from Committee on their plan to bring more BP's into the Chapter

DelMarVa (Allen Mott)

- The Committee has come up with two dates for Breakfast Seminars on Eastern Shore: February 1 & April 26, 2019.
- They will have a conference call in August to discuss seminar topics further.

Newsletter Committee (Rod Clark)

- Working on Summer issue
- Mr. Clark wrote an article for the next issue on all of the committees.
- Article deadline is July 4th.
- Ms. Harlan is working on beefing up her President's Report.

Finance Committee (Rod Clark)

- Update regarding closing USPSFCU Money Market account and opening up account with First National Bank
- Mr. Alioto concerned that the deadline to reinvest the CD was missed. Rod Clark had the CD automatically renew.
- Treasurer proposed consolidating some money market accounts to take advantage of the interest rate at First National Bank. Mr. Hasselman motioned to take \$47,000 out of the SECU checking account along with the \$11,135.59 from the SECU MM account and the \$61,439.76 from the USPS Federal CU MM account and put into First National Bank as a new MM account.
- Account Balance Summary – as of May
- Profit & Loss – Year to Date Report
- May Bank Statements
- Treasurers Report -
- Status of Audit Process – Mr. Mott will refine the scope of work to allow a smaller organization to not pull as much information. He will have that ready and contact auditor to stream line the process.
- Committee will start working on the budget for 2019 in August so that it is ready and available at the Annual Meeting.
- Ms. Zander feels that more benefits are needed for the Platinum sponsorships. This will be a September agenda item for Board discussion.

Holiday Social Committee: November 16th (Gary Saylor)

- First Committee Meeting to be held June 29th at Valerie Robinette's office. They are moving away from the Monte Carlo theme.

Golf Committee: June 20th (Maura Hancock)

- Minutes from Golf Meeting
- Board phone calls to try and sell open sponsorships
- The Committee is trying to come up with an amenable way to bring in more sponsorships. There is discussion to offer right of first refusal to the sponsorships only.
- The Board would like to be involved in that discussion.

Nominating Committee: (Allen Mott & Bill Hasselman)

- First meeting to be held June 14th via conference call
- Board requesting that they be informed if Board members or staff want to submit a name for consideration for the Nominating Committee to review.

- Discussion of third party sending out ballots. This would require a P.O. Box be obtained prior to the mailing of the ballot which is scheduled to be mailed October 1st.
- Due to time constraints, Mr. Mott motioned to obtain a P.O. mailbox for ballot return. Mr. Alioto seconded. Approved.
- Mr. Mott motioned that #3 on the Nomination Procedure be placed on the July agenda for Board discussion. This item is requiring one staff person and one Board representative go to the Chapter office to validate all ballots are prepared and ready for mailing and they are then taken to the nearest post office by the same members. Mr. Alioto seconded. Majority approved. Ms. Zander abstained.

LAC (Legislative Action Committee) (John Taylor)

- John Taylor stated there was no report.
- Ms. Cimino stated that she, Mr. Mott and Ms. Harlan were talking to CAI National in an effort to create better communication.
- Mr. Alioto motioned and recommended that CAI National fill the (2) Chesapeake Chapter open positions on the MD LAC now. The recommendation is to move Marie Fowler and Steve Randol to those permanent positions. Mr. Hasselman seconded. Approved.
- The Board is requesting that John Taylor be moved from an Intern position to Member at Large.

OLD BUSINESS

- National doesn't feel that attending the Chapter Education Planning Retreat is eligible for CEU credit. They won't accept networking as a CEU credit so the Breakfast Seminars are only awarded 2 CEUs for those obtaining their CMCA.
- Mr. Mott motioned to hire Nan Blake as the new recording secretary for the Chapter starting at the July 17, 2018 Board meeting. Mr. Hasselman seconded. Approved.

Office Research Committee /Relocation of Chapter Office (Mr. Hasselman, Mr. Mott, Mr. Taylor)

- There are two locations that the Board is considering for office relocation.
- The Merrill Lynch building is located in Columbia next to the Columbia Mall.
- This is a full-service property that includes utilities at \$3,000+ a month.
- The Maryland Dental office building is located in Columbia. It is \$18/sq. ft and will run \$2,600/mo. and includes utilities. Their Board of Directors is not ready to commit at this time.
- The Finance Committee will review once the dollar amount is locked in.

- Ms. Harlan would like for Mr. Mott to schedule a walk-through of both properties for Ms. Cimino, staff and board members so that everyone can see them.

NEW BUSINESS

- Mr. Clark motioned to accept the Chapter Mission Statement as presented. Mr. Alioto seconded. Approved.
- Mr. Mott motioned to accept the Board's Annual To Do List using Ms. Hancock's format. Mr. Clark seconded. Approved.
- Mr. Mott motioned to accept the Board's Orientation/Retreat Guidelines. Mr. Alioto seconded. Approved.
- The Board's Evaluation and Policy Governance manual will be placed on the July agenda.

Mr. Alioto motioned to adjourn the meeting at 6:35 p.m. Mr. Mott seconded. Approved.

Respectfully submitted by:

Maura Hancock

Maura Hancock, Secretary

July 5, 2018

Date