

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
March 14, 2018
Michael's Eighth Avenue

The meeting was called to order by Ruth Harlan at 12:25 P.M.

Board members present were Neil Alioto, Maura Hancock, Ruth Harlan, Bill Hasselman, Allen Mott, Gary Saylor, John Taylor and Kerrie Zander. Rod Clark phoned in to the meeting. Also in attendance was Camille Cimino.

Mr. Alioto motioned to accept the agenda, as amended. The Neil Moreland Scholarship was added to the agenda. Mr. Hasselman seconded. Approved.

Mr. Alioto motioned to approve the February 14, 2018 minutes, as amended. Mr. Mott seconded. Approved.

CED MANAGEMENT AND COMMITTEE REPORTS

Education Committee

- Education: (Bill Hasselman)
 - February 14th Breakfast Seminar Evaluations
Mr. Hasselman thought the seminar was well done and had good attendance. He feels that we should move away from the Dale Carnegie speakers and put in more research for professional speakers.
 - February 14th Breakfast Seminar Financial Recap
Ms. Harlan liked the updated financial worksheet for the February seminar. Mr. Clark is having staff look into a new way of tracking expenses in Quickbooks.
 - May Breakfast Seminar Info: Ms. Eaton, Seminar Coordinator, provided the actual script for the seminar. This was presented at the 2017 National Conference and was very well received.
 - BLDW held on March 3 had 25 attendees
 - Call for Presentations was sent to the membership the week of March 1st and email was sent out March 27th. There is a May 6th deadline to be received in the Chapter office. The proposed presentations will be sent to the Education Committee to process. Adam White with Purpose Driven Leadership would like to be considered as a speaker.

EXPO - (Kerrie Zander)

- This year's Expo will be Tuesday, October 30th.
- First meeting to take place in April
- Mike Romano and Ellen Throop are set for the April meeting.
- Ms. Harlan requested that the board be emailed the contract with Martin's West.

- Ms. Zander requested a listing of the Expo committee members.

Membership Committee (Ruth Harlan)

- As of November 30, 2017 (11) people who had stopped by the membership table at the expo joined CAI. Staff reported that no one else who stopped by has joined.
- Mr. Mott motioned to approve running the Membership Contest again in 2018 with the addition that there also be a 2nd place winner for the Management companies as well as the Business Partners. Second place will win a trophy and a \$50 gift card if they run an internal competition. 2nd winners will also receive a ½ page free ad in an issue of the Beacon in 2019. Mr. Hasselman seconded. Approved.
- Membership Survey update – Membership Committee wants staff to survey our Business Partners to find out if there are additional services they offer. This should help the committee in determining what industry segments are unrepresented in the Chapter.
- February statistics
 - Expired Members
 - New Members
 - Matrix Report

Total Members as of Feb. 2017 - 854

Total Members as of Feb. 2018 – 938

BP's: 143 Mgr's: 228 H/O's: 377 Mgmt Co's: 35

Delmarva: BP's: 7 Mgr's: 62 H/O's: 76 Mgmt Co's: 10

- CAI National stated that membership has increased by 2,000 since September 2017.
- The Board discussed requesting additional trades be added to the directory.
- Ms. Harlan stated that in researching other chapters, she thought the larger chapters had marketing committees. Mr. Hasselman requested getting charters from other chapters. Mr. Mott mentioned adding the National TV ad to our home page. Ms. Cimino indicated that this is already up on the Chapter's homepage. Potential members can be sent to the homepage for more information regarding CAI. It was agreed that Mr. Saylor will start up research for marketing CAI. Ms. Zander agreed to be the co-researcher. It was discussed that the Membership Committee may become a subset of the proposed Marketing Committee or vice versa.
- As an aside, Ms. Hancock wanted the minutes to reflect that she will not be Secretary for 2019.

DelMarva (Alan Mott)

- Update on 2018 March 23rd Breakfast Seminar "Should of, Would of, Could of – What I would have done differently if I had only known!" Disaster Awareness & Preparation
- 70 registered to date.

- Mr. Clark is interested in seeing the E&R for Delmarva seminar. There were 120 attendees last year.
- Mr. Mott will report back to the Board with his post-mortem from the March Eastern Shore breakfast seminar.

Newsletter (Rod Clark)

- Meeting Minutes reviewed.
- No meeting in April. Working on the Summer edition.

Finance (Rod Clark)

- Update on Audit proposal – Mr. Clark motioned that the Board should contract with Abercrombie to do the audit. Mr. Alioto seconded.
- Mr. Taylor felt we needed a neutral party. Mr. Mott stated that Strauss & Assoc. prepared the Association's taxes but not the audit in previous years. Mr. Mott felt the auditor should not be associated with the Chapter. He stated that he would take reasonable steps to do due diligence in getting three bids to present to the Board. Mr. Clark stated he would help and that this will be brought up to the Budget/Finance Committee meeting that Mr. Clark is setting up for April. Mr. Alioto said that the Budget/Finance Committee will bring their recommendations to the Board for a decision.
- Mr. Clark presented a charter for the Budget and Finance Committee. The Board reviewed the charter and made two additions and one change as noted on the attachment.
- Mr. Clark motioned to accept the Charter. Mr. Alioto seconded. Approved.
- Account Balance Summary – as of February 28
- Profit & Loss – as of February
- Bank Statements – February
- Treasurer's Report – Mr. Mott asked if this was the first time that the Chapter had gone over \$500,000. Ms. Cimino stated this may be the 2nd time.
- Mr. Alioto requested back-up be given to the Finance Committee with regard to credit card charges and how much we have received from the cash back on the new credit card.
- The Finance Committee will get together and let the office know what paperwork they need to receive to perform their work.

Holiday Social (Gary Saylor)

- The Westin Hotel double booked for November 30th. New proposed date for the event is November 16th.
- There is no increase in food and beverage services due to overbooking error.
- Ms. Harlan requested that a copy of the contract with the hotel be sent to Mr. Saylor.

Golf (Maura Hancock)

- Meeting Minutes reviewed.
- Golf outing is June 20th at Waverly Woods in Marriottsville, MD

- Four-somes are sold out.
- Golf brochure is completed – emailed to membership. Committee opted not to print the golf brochure since all foursomes were already committed by the responses to the “First right of refusal” letters.

Nominating (Gianna. Rahmani)

- Mr. Mott motioned to create a sub-committee to review the nominating process and come back to the Board with their suggestions. Mr. Hasselman seconded and accepted being on the subcommittee with Mr. Mott. Ms. Harlan asked that all the Board come prepared with suggestions for additional members that could serve on the Nominating committee.

LAC (Legislative Action Committee) – John Taylor

- John Taylor updated the Board on the crossover of bills from the Senate to the House.
- Senator Norman from Harford County is proposing a property management regulation to establish a board for possible Manager licensing and the future requirements for continuing education.
- The LAC is discussing the parity between HOA and Condo laws.

OLD BUSINESS

Office Research Committee

- Relocation of Chapter Office
- Several Board members met on March 13 to visit possible office space locations in Columbia.
They reviewed a flex space in a full service building, several Class A sites, a Class B space and a sublease space from a non-profit located in Columbia with classroom space with audio visual and wi-fi.
- Mr. Mott is going to put together a spreadsheet with a comment column. Crunching the Numbers is needed before there can be any forward movement discussions.
- Budget/Finance Committee will need to review the financials to determine what the Chapter can afford.

NEW BUSINESS

- Donation to CAI National (at this time the only donation made last year was to the LAC annually for \$1,200
- Mr. Hasselman motioned that we approve the requested \$300 donation to the Foundation for Community Association Research. Mr. Mott seconded. Approved.
- CAI Policy Governance Manual – Ms. Harlan reviewed the overview of the manual with the board.

- Mr. Mott stated that we have our own guidelines and feels that best business practices can be adapted for future Chapter use. Personal viability lies with the individual board members.
- Mr. Hasselman and Mr. Taylor departed meeting at 2:10p.m.
- Ms. Harlan asked the Board to review the CAI-CRC annual board action items and she will call board members to review.
- Mr. Mott motioned to continue with the Neil Moreland Scholarship program this year. Ms. Zander seconded. Approved.

After finding the CAI National Policy Governance Manual on the website it was forwarded to the Board. If you have not had a chance to take a look, here is a quick review. The CAI National Policy Governance Manual is a 25 page manual that:

First – Presents Ends Statements that articulate the desired outcome of the organization

Second – Defines Executive responsibilities and Limitations

Third – Sets guidelines for the Governance Process

This document not only sets the policy and procedures for the relationship between the CAI National CEO and National’s Board of Trustees it is a model that can be adapted to the relationship between chapters CED and the Chapter’s Board of Directors.

Mr. Mott has been fundamental in putting together the discussion points Ms. Harlan will handout.

There are two pages: 2018 CAI Board Action Items & CAI-CRC Annual Board “To Do” Check List.

Mr. Alioto motioned to adjourn the meeting at 2:30 p.m. Mr. Mott seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

March 26, 2018
Date