

-CAI CHESAPEAKE REGION CH0.APTER

Board of Director's Meeting

May 22, 2019

Michael's Eighth Avenue

Glen Burnie, Maryland

Call to Order – Allen Mott called the meeting to order at 12:37 p.m.

Roll Call

Board members present were Ruth Harlan, BK Swartwood, Maura Hancock, Gail Windisch, Allen Mott, Bill Hasselman, Rod Clark and Kerrie Zander.

Absent: Vicki Eaton

Also present were Camille Cimino and Nan Blake.

Approval of the Minutes

Ms. Swartwood **motioned** to accept the minutes of the April 17, 2019 meeting as amended. Ms. Hancock seconded. Approved with all in favor.

President's Report

The executive committee will be discussing long term goals for the chapter. Board members will be asked to review and comment on the executive committee's recommendations. **Mr. Mott will ensure that executive committee meeting minutes are circulated to the appropriate members.**

Mr. Mott recognized and thanked Ms. Harlan for her many hours spent in the office reviewing and disposing of old chapter documents.

CED MANAGEMENT & COMMITTEE REPORTS

Education (Bill Hasselman)

- The following were included in the Board packet for review:
 - April 17 Breakfast Seminar evaluation results and financial statement
 - Minutes of the May 1st Education Committee meeting
 - May 4th Homeowner Seminar financial statement and evaluation results
 - May 22 Breakfast Seminar – “Community Associations and Information Technology” Approximately 120 attendees and 24 vendors. Homeowners and managers – 65 BK Sponsors – 23 Platinum Sponsors – 10 Paid BP - 24
 - ❖ Insurance information of value to attendees.
 - ❖ The social media presentation did not offer much new information.
- May is a difficult month for property managers to allot time to attend CAI events. It was proposed to move the date of May Breakfast Seminars to the week after Memorial Day.
 - Mr. Hasselman **motioned** to move the May Breakfast Seminars to the first week of June. Ms. Hancock seconded. Approved with all in favor.
 - **Homeowner who volunteered to speak at the September Breakfast Seminar has been unresponsive. Mr. Mott and Mr. Hasselman will work to find a September speaker. Ms. Cimino will reach out to Toastmasters.**

- Ms. Harlan **motioned** that the Education Committee make a recommendation to the Board at the June Board Meeting as to who next year's Seminar Coordinators will be after the members have had a chance to sign up to volunteer at the Annual Education Planning Retreat in September. Ms. Swartwood seconded and the Board approved.

Expo (Kerrie Zander)

- Minutes of the May 7, 2019 meeting were provided in the Board packet.
- Mr. Clark **motioned** to accept the following committee recommendations:
 1. 40th Anniversary Giveaway Items – Board agreed to cover the cost if sponsorship is not available.
 - Portfolio - exclusive sponsorship @ \$1,250 - 600 portfolios with a maximum price of \$2.99 each.
 - Absorbent Stone Coaster – exclusive sponsorship @ \$1,000 – 600 items to be purchased
 2. Ice Cream Sundae Bar @ \$500 with sponsorship
 3. Two Afternoon Seminars – sponsor benefit added. Opportunity to address audience for three minutes before the program begins. Two sponsorships @ \$300 each

Mr. Hasselman seconded. Approved with all in favor.

Membership (Ruth Harlan)

- Minutes from the Membership Committee Meeting were provided in the Board packet. No actions needed.
- Total members as of 4/30/18 - 994
- Total members as of 4/30/19 - 1,085
- New members were welcomed by a Committee volunteer at the door of the May 22 Breakfast seminar.
- Ms. Harlan proposed developing 'CAI Traveling Road Show'. This presentation would be a spinoff of the "Day in the Life" seminar which is geared towards Board Members. This program could be hosted by management companies. Tidewater offered to be the first management company to host this program. Date TBD.
- Ms. Hancock **motioned** and Mr. Hasselmann seconded and the Board approved to authorize Ms. Harlan to develop a Traveling Road Show presentation with the initial presentation to be hosted by Tidewater Management. Ms. Swartwood seconded. Approved with all in favor.

DelMarva (BK Swartwood)

- Financial Statement for the April 26 Eastern Shore Breakfast Roundtable Program was provided in the Board packet.
- Approximately 120 attendees and 12 vendors attended. Two Breakfast Seminar companies did not show up for the event. The event hosted earlier in the month by Legum and Norman did not seem to impact attendance at the CAI event.
- Evaluation results for the event were provided in the Board packet.

Newsletter (Gail Windisch)

- Spring issue has been sent to the printer.
- The Board agreed to update the Committee Charters to include procedures for removing committee members that do not attend committee meetings. Ms. Windisch will draft the language for the proposed change. Item will be added to the June Board agenda for review.

Finance (Ruth Harlan)

- Treasurer's Report
 - Morgan Stanley = \$250,428.25 (\$200,000 CDs, \$50,000.00 MM)
 - 1st National MM = \$2,069.01
 - SECU Savings = \$105.02
 - SECU Checking = \$132,213.62 (\$146,634.43 – on statement)
 - Total \$384,815.90
- The 4-30-2019 Balance Sheet was provided in the Board packet and mailed electronically.
- The 4-30-2019 Profit & Loss "All Programs" was provided in the Board packet and mailed electronically.
- The Chapter's Bookkeeper, Michael Frey, recommends a financial audit about every five years with reviews done in the off years.
 - Ms. Swartwood **motioned** to approve Ms. Harlan to submit a request for quote (RFQ) for Financial Review and Options for Audit. Ms. Windisch seconded. Approved with all in favor. RFP will be sent to four firms.
- *Vender List* - Mike Frey is composing a complete list of vendors from QuickBooks. List will be used to review performances and for cost comparisons.
- *Contract List* - Ms. Harlan is developing a binder of annual contracts and event contractors.
- *Account Codes* – Under development. Final product will be forwarded to Board members.
- Michael Frey will be invited to the June Board meeting.
- Latest meeting minutes will be provided soon.
- Committee binders have been completed.
- Ms. Harland **motioned** to include in the Board meeting minutes, the numbers for the month end accounting portion of the Board packet. Mr. Clark seconded and the Board approved.

Holiday Social (BK Swartwood)

- April 24, 2019 Committee meeting minutes were provided in the Board packet.
 - Mr. Clark **motioned** to approve all Committee action items as presented in the April 24, 2019 minutes. Mr. Hasselman seconded. Approved with all in favor.
- Signed copies of the Digital Sounds and Making Waves contracts were provided in the Board packet.

Golf (Maura Hancock)

- Several sponsorships are still available.

Nominating Committee - No Report

Old Business

- *Signage* – There is currently no plan to install outside signage.
- *Security* – Completed.
- *Website* – Chris Long submitted a quote of \$4,000 to update the current site. Susan Blackburn solicited a second proposal; Board agreed that the price from her company was too expensive. Mr. Mott drafted an RFP. Board reviewed and made minor edits. **The final RFP will be provided to Ron Bridge for soliciting bids.** Board agreed that Wordpress is to be required and it was suggested to consider insurance coverage. Proposals to be submitted to Ms. Cimino. Ms. Harlan **motioned** to accept and use the RFP drafted by Mr. Mott for solicitation of the bid for the website upgrade. Ms. Windisch seconded and the Board approved.
- *Landscaping* – completed – sponsor has option to post a 8” x 11” plaque outdoors.
- *New Office Happy Hour for Platinum/Gold Sponsors* – Calls have been made for the May 22 RSVP deadline. Follow-up calls will be made. Current attendance is 37 to 40. Drink budget is increased to \$200. Ms. Eaton and Ms. Harlan to finalize menu. The Board discussed expanding the invitation list. No action at this time.
- *Senator Kelley’s Plaque* - The Board approved the plaque size 9” x 12” solid walnut (\$75 plus tax) based on sample presented by Ms. Cimino.
- *Office Decorations* - Ms. Harlan bought two large pictures of artwork for the office. Cost is approximately \$50 and \$85 per item. Sponsorship was not requested.
 - Ms. Swartwood **motioned** to approve up to \$1,000 for canvas artwork for the office, selections to be made by Mr. Mott and Ms. Cimino. Ms. Windisch seconded. Motion approved.
- *Documentation Process* –
 - Mr. Clark **motioned** to accept the Documentation Retention Policy as presented. Ms. Windisch seconded. Approved with all in favor.
- The Annual Business Meeting will be held before the Educational Planning Retreat scheduled for September.
- *Approval of CED Review Form* – tabled for June
- *Interior Sign Contract* –
 - Ms. Swartwood **motioned** to approve the Interior Office Sign contract as presented. Ms. Windisch seconded. Approved with all in favor.

New Business

- The Board agreed that the LAC may hold its September meeting in the CAI-CRC conference room. Time is TBD.
- Letter from Brightview Landscape Services was provided in the Board packet. The letter detailed a conversation that occurred with another contractor at the May CAI breakfast seminar. The Board agreed that the issue is between the individuals involved. **It was agreed that Ms. Swartwood would draft a response letter, send it to Mr. Mott for review and then have the Board review it.**
- The Board reviewed a proposal from the Washington Metro Chapter for the Chesapeake Chapter to give consideration to being an additional sponsor of the Washington Metro

Chapter's Annual Expo. The Board declined the proposal. Mr. Mott will respond back to the Chapter's President.

- The June 13th Chapter Board meeting will begin at 3:00 pm at the Chapter office.
- Mr. Mott provided an "Avoiding Phishing Emails" handout for the Board's information.
- The Chapter calendar was provided in the Board packet.

Mr. Mott **motioned** to adjourn the Board meeting at 2:46 p.m. Mr. Hasselman seconded. Motion approved.

The Board then went into Executive Session.