

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
November 14, 2018
American Community Management

The meeting was called to order at 3:38 p.m. by Ruth Harlan.

Board members present were Ruth Harlan, Neil Alioto, Maura Hancock, Allen Mott, Bill Hasselman, Gary Saylor and Kerrie Zander.

Also present were Michael Frey, Camille Cimino, Nan Blake and incoming Board members BK Swartwood and Gail Windisch. Incoming Board member Vicki Eaton, John Taylor and Rod Clark joined the meeting by phone.

Ms. Swartwood and Ms. Windisch introduced themselves to the Board.

Ms. Harlan motioned to amend the agenda to include 'Board Evaluations' and 'Saturday Homeowner Seminar Concerns'. Mr. Mott seconded. Approved. Mr. Alioto motioned to accept the agenda as corrected. Mr. Allen seconded. Approved.

Mr. Alioto motioned to accept the minutes of the October 17, 2018 Board of Directors meeting as submitted. Mr. Allen seconded. Approved.

Welcome to Michael Frey

- Mr. Frey has been hired as the Chapter's bookkeeper. He worked in bookkeeping for 35 years at non-profits and with CPA firms.
- Mr. Frey will work to address the deficiencies noted in the auditor's report. It is possible that the Chapter will not need an audit every year if the deficiencies are addressed.
- Mr. Frey's duties include reconciling bank accounts, producing financial reports and attending Board meetings when appropriate. He will assume the responsibility of entering all financial data into Quick Books. He will also work to update from 2014 QuickBooks.
- The Board is considering a two-signature check signing protocol for checks not supported by the annual budget and/or over a certain dollar amount. Mr. Alioto recommended that the Chapter also require justification for credit card charges be entered in the remarks section.

Board members agreed that Mr. Frey is to work with Ms. Harlan to develop the Chapter's upcoming 2019 budget.

CED MANAGEMENT & COMMITTEE REPORTS

- Education (Bill Hasselman)
 - October 13th Homeowner Seminar Evaluations provided in the Board packet.
 - October 13th Homeowner Seminar Financial Worksheet provided in the Board packet. The event generated a net profit.

- 2019 Breakfast Seminar descriptions, titles and outlines provided in the Board packet. The Board is to get any recommended edits to Bill Hasselman.
 - 2019 Homeowner Seminar topics have been approved. Descriptions, titles and outlines provided in the Board packet.
 - Ms. Cimino asked that Board members review the description of the upcoming seminars for accuracy and respond by November 19th with concerns or corrections.
 - A new Education Committee Chair is needed now that Vicki Eaton has been elected to the Board of Directors.
- Expo (Kerrie Zander)
 - The morning program was good and received excellent feedback.
 - The Wrap Party was not up to expectations. Ms. Zander recommends the Committee review the menu for next year. The committee will have further discussion of lessons learned.
 - Several vendors arrived late and McFall & Berry did not attend at all.
 - Mr. Saylor **motioned** to carry out the policy as stated in the Expo contract, regarding late Expo vendors. Mr. Alioto seconded. Seven (7) ayes and two (2) nays. Motion accepted.
 - 19 audience response devices have not been returned. The cost per device is \$60 for a total fee of \$1,140. The Board agreed to have Ms. Cimino pay the outstanding invoice from Media Support Services less the replacement cost for missing devices. The Chapter staff will reach out to attendees to request devices be returned. The final cost for missing devices will be paid in December.
 - Membership (Ruth Harlan)
 - Minutes from Membership Committee Meeting provided in the Board packet.
 - CAI National to raise Manager Membership dues in 2019. Currently \$132.00/year. New rate will be \$139.00/year.
 - October statistics were provided in the Board packet for expired Members and new Members. The Matrix Report for Organizations/Individual Type was also provided
 - October 2017 – 869 members
 - October 2018 – 1020 members
 - As of October 31, 2018:
 - BP's: 166 Mgr's: 317 H/O's: 490 Mgmt Co's: 47 = 1020
 - DelMarva (Allen Mott)
 - Minutes of the Committee conference call provided in the Board packet.
 - Attendance for the Happy Hour event was small and the event did not achieve its purpose of building relationships between managers and CAI. Free monthly seminars held by Legum & Norman impacted attendance at Board Leadership Development Workshops held on the Eastern Shore. Mr. Mott has discussed the conflict with Chad Toms and agreed the issue needs to be discussed with Legum & Norman.

- Mr. Mott and Ms. Cimino will work to develop a strategy for dealing with the conflict and present their ideas to the incoming Board.
- Mr. Mott asked how many members attended the November 2nd DelMarva meeting and how many of them were on the Expo bus. Staff will research.
- Newsletter (Rod Clark)
 - Current issue is ready.
 - Mr. Allen will provide a President's Message for the next issue.
- Finance (Rod Clark)
 - Account Balance Summary as of October 31st provided in the Board packet.
 - Profit & Loss as of October 31st provided in the Board packet.
 - Bank Statements as of October provided in the Board packet.
 - Treasurer's Report
 - As of October 31st there was \$71,000 in the working account.
 - Mr. Clark reminded the Board to make the upcoming investment change from USPS FCU to First National Bank. (CD does not mature until May 2019)
 - Mr. Mott will have a discussion with the Chapter's Financial/Investment Policy with the Chapter's bookkeeper, Mr. Frey. Mr. Alioto noted that First National Bank will provide wealth management advice for clients and that the Chapter could invest using the CDARS program. Mr. Alioto was asked to send information about the program to the Board.
 - Mr. Clark recommended accepting the audit report as submitted and the Board agreed.
- Social (Gary Saylor)
 - 84 people attended. Attendance was down significantly.
 - Final sponsorship amount was \$5,700. Only one tent was sold.
 - Ms. Cimino estimates an overall loss of \$8,600 for the event.
 - Many agreed that the date could have been an issue and agreed that we should try to host the 2019 party in early December.
- Golf: June 20th (Maura Hancock)
 - No report
- Nominating (Allen Mott)
 - New Board members to be announced at the Annual Meeting held prior to the Social Event. Event agenda will be the same as the previous year.
- LAC (Legislative Action Committee)
 - Dispute Resolution is a current focus of discussion for the 2019 General Session.

Old Business - none

New Business

- Ms. Harlan will forward the proposed TLG contract to Board members for review. A quick response was requested.
- Whistleblower Policy discussion was tabled until 2019.
- *Construction Project* - Board members discussed whether to hire Andre Brown of Multi-Build Developers Inc. as the construction manager for the project going forward verses soliciting bids from general contractors for the position. Mr. Brown's work as CAI's representative up to this point has been exceptional.
 - Mr. Hasselman **motioned** that the Board vote to accept the proposal from Multi-Build Developers' with Andre Brown to act as CAI Chesapeake Chapter's construction manager with the decision justified by the fact that the numbers provided fall within today's accepted industry standards of tenant outfit costs for a project of this nature. Mr. Alioto seconded. Motion passed with all in favor.
- *Board Evaluations* - Ms. Harlan will distribute preliminary Board evaluations to members for discussion at the December meeting.
- *Saturday Home Seminar* – Board members from Hickory Crest Townhome HOA were unaware of the location change for the seminar and went to the prior location the day of the event. The individuals had not registered in advance nor are they members. Chapter staff had notified all registered attendees of the location change prior to the event as well as posted the information on the Chapter website.
- *Foundation for Community Donation Request* – Mr. Allen motioned not to make a \$500 donation to Foundation for Community Research. Mr. Hasselman seconded. Motion accepted.
- Ms. Harlan is working on a schedule for the 2019 Board meetings.
- The next Board meeting will be held on December 12th with time and location to be determined. Mr. Saylor offered to treat the Board to lunch.

Mr. Alioto motioned to adjourn the Board meeting at 6:04 pm. Ms. Hancock seconded. Approved.

Respectfully submitted by:

Nan Blake

Recording Secretary

November 26, 2018

Date