

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
November 7, 2019
King Contrivance's Restaurant, 10150 Shaker Drive
Columbia, Maryland 21046

Call to Order – Allen Mott called the meeting to order at 12:56 p.m.

Roll Call

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

Also present was Stephen McConoughey, Executive Director for 2020.

Approval of the Minutes

Mr. Clark **motioned** to accept the minutes of the October 16, 2019 meeting as presented. Ms. Eaton seconded. Approved with all in favor.

President's Report

Mr. Mott welcomed Steve McConoughey, and said that the transition is going well. Mr. Mott and Ms. Eaton Met with Camille on October 21 and had a good meeting. The board is excited that Angela is staying with the chapter in a full time capacity. TLG's contract and staffing will be addressed in Executive Session.

Mr. Mott wished to follow up on the following items from last month's board meeting:

Electronic voting. As discussed last month, Mr. Mott will be asking for a vote today on electronic voting. Steve has a report on this.

Software. Steve will also have a report on software.

Leadership development program. We had a great meeting with the ad hoc committee. Mr. Mott believes this group needs to be comprised and run by the future leaders. This group is not intended as a mentorship program. Mentorship programs should remain in the membership and marketing committee.

The General Session was temporarily adjourned at 1:00 p.m. to enter into Executive Session. Separate minutes were taken for the Executive portion of the meeting.

The General Session was called back into order at 2:21 p.m.

CED MANAGEMENT & COMMITTEE REPORTS

Education (Bill Hasselman)

- The following reports were provided in the Board packet:
 - Financial Statement and Evaluation Results were included in the Board packet for the Homeowner Seminars held on October 12th and November 2nd.

- 2020 Final Breakfast Seminars Including Coordinators
- 2020 Final Homeowner Seminars Including Coordinators
- 2020 Breakfast Seminar description, title and outline
- 2020 Homeowner Seminar description, title and outline
- The chapter made money on all of the homeowner seminars in 2019.
- Mr. Hasselman expressed concerns with the time allotted between the Planning Retreat and the advertising deadline for the next year's education sessions.
- Mr. Hasselman will work with Mr. McConoughey to create the advertisement brochure for next year's education seminars.

Expo: (Kerrie Zander)

- The final numbers were not provided by Ms. Cimino in time for the meeting. As such, the discussion and recap from the Expo will be tabled for the next meeting.

Membership & Marketing: (Ruth Harlan)

- Meeting minutes were provided in the Board packet. No Board actions were requested.
- Total Members as of 10/31/18 – 1,020 - Total Members as of 10/31/19 – 1,137
- CAI National provided information regarding the increased Business Partner dues for 2020. The discussion on this item was tabled until the next meeting.
- The following information was sent to the Board electronically:
 - New Members - October
 - Expired Members - October
 - Chapter Matrix - October

DelMarva:

- Meeting Minutes of the October 17th meeting were provided in the Board packet.
- Minutes were not provided for the November meeting as they were not completed.
- Board decision is requested to approve the suggested attendee fee increase from \$15 to \$20 and that the cost for a sponsor table will remain the same as 2019 (\$350 for CAI Member and \$450 for a Non-CAI member.) The Board has tabled this item until the next meeting.
- Ms. Swartwood **motioned** to approve the upcoming Homeowner Seminars to be held on Friday, February 7th ("Avoid Collision – Stay In Your Lane") and Friday, May 8th (Round Table Discussion – 13 tables) at the Clarion Hotel for the cost which was established in the Committee meeting minutes. Mr. Hasselman seconded. All in favor. Motion passed.

Newsletter: (Gail Windisch)

- Meeting Minutes from the November 7th call were not available for the Board Meeting.
- Winter edition is already at the printer and the extra pages were added for the CED Thank you.
- Committee is ahead of schedule and already working on the first issue of 2020.

Finance: (Ruth Harlan)

September Treasurer's Report

SECU Checking \$ 96,420.75

SECU Savings	\$ 105.24
1 st National MM	\$ 2,025.04
Total:	\$ 98,551.03

Morgan Stanley:	
CDs	\$160,000.00
MM	\$ 90,000.00
Interest	\$ 5,118.61
Credit Card Rebate	\$ 3,602.38

Combined Total	\$357,272.02
----------------	--------------

2019 YTD Income	\$436,045.69
2019 Expenses	\$379,191.61
YTD Net Income	\$ 46,151.18

Motions:

- Ms. Harlan **motioned** to transfer \$50,000 from Morgan Stanley Money market to Chapter's operating Checking Account. Ms. Eaton seconded. Motion passed with all in favor.
- Ms. Harlan **motioned** to pay MSDA Office Lease Invoice in the amount of \$31,450 as per the contract. Ms. Eaton seconded. Motion passed with all in favor.
- Ms. Harlan provided the following information regarding the October financials:
 - As a result of the meeting held on November 6th with Mike Frey – Due to the short turnaround time, the October Financial Reports will be emailed to the Board and Staff by November 14th. In addition, the October summaries for Morgan Stanley were not available at this printing.
- Ms. Harlan provided the following information regarding the 2020 Budget:
 - As a result of the meeting held on November 6th with Mike Frey and Mr. McConoughey, the following items require attention: Brochure printing, Brochure design, Platinum Sponsors, Postage, Website/Chapter Management Software and the Printed Directory.
 - Ms. Harlan recommends either a conference call or meeting for the Board to approve the 2020 Budget. The plan would be as follows:
 - Finance Committee, with Mr. McConoughey, will review the preliminary budget. The proposed draft budget would then be emailed to Board members prior to the meeting/conference call. Rationale will be included for the recommendations on the draft.
 - All questions and suggestions from the Board members would be forwarded to the Finance Committee and Mr. McConoughey.
 - At the meeting/conference call, adjustments would be discussed and a vote on acceptance taken.
 - Once budget is approved, the Finance Committee will work with Mr. McConoughey on the individual Committee and event budgets for

presentation to the Board by January 2020 and then will forward to the appropriate liaison and Committees.

- The following reports were included in the Board packet:
 - Year to Date Profit and Loss as of 10-31-19
 - Balance Sheet 10-31-19
 - October Treasurer's Report
- The following were mailed electronically:
 - SECU & 1st National Bank Statements and Morgan Stanley – October
 - All Programs October 2019
 - Profit Loss 10-31-19
 - Profit Loss all Programs YTD
 - All Programs Third Quarter as of 10-31-19
 - General Ledger Reports as of 10-31-19
 - Checks October 2019

Annual Social: (B.K. Swartwood)

- Minutes from the November 6th meeting were not available as of the date of this meeting.
- Approximate attendance as of 11/5/19 is 50.
- A Sponsorship Sales Update was provided in the Board packet. An additional \$3,300 in sponsorship is needed.
- Ms. Swartwood **motioned** to ratify the approval that each member is allowed to bring up to fifteen (15) non-members to the Annual Gala. Ms. Harlan seconded. Motion passed with all in favor.

Golf:

No Report

Nominating: (Ruth Harlan)

- Ballots were mailed by September 30th and due back by November 4th. The Ballots are scheduled to be counted on Friday, November 8th by Ms. Marsh, Ms. Windisch, Ms. Harlan and Ms. Zander.

OLD BUSINESS

- *Association Management System/Website:* Mr. McConoughey provided three options via email to the Board in advance of the meeting. This software would serve as our website and also provide backend operational tools for the Chapter staff. Three platforms were reviewed by Chapter Staff and of the three; Mr. McConoughey recommended that the Board proceed with EventBank as it provides many positive features. (i.e. providing the Chapter with an app, provides better invoicing capability, more operational efficiency, etc...)
 - Ms. Eaton **motioned** to approve that Mr. McConoughey proceed with the EventBank software as per the contract discussed and recommended by him. Ms. Swartwood seconded. Motion passed with all in favor.

- *Plaque Presentation* - Mr. Mott has a meeting scheduled with Mr. Steve Randol and Mr. Kelley on December 12th to present the plaque.
- There was no report from the Executive Session regarding the RFP Ad Hoc Committee.
- *Electronic Voting*: Mr. McConoughey provided information to the Board via email prior to the meeting regarding electronic voting through a third-party election management system (The Inspectors of Elections - TIE). This is the same system utilized by other Chapters in the area and comes very highly recommended.
 - Ms. Eaton **motioned** to allow Mr. McConoughey to move forward with contacting TIE to draft a contract that would contain a timeline for 2020 and responsibility matrix so that electronic voting can occur for future years. Ms. Swartwood seconded. Motion passed with all in favor.

NEW BUSINESS

- *Legislative Issues that the Board would like the MD LAC to address* – this was tabled until the next meeting.
- *Leadership Development* –James Nies, Nicole Means and Kellie Gallman have begun the discussions surrounding this potential new committee. A charter was drafted and provided in the Board packet. After discussion, the Board requested the following items from the Committee for further consideration:
 - Provide additional Committee Names
 - Ms. Swartwood and Ms. Eaton have suggested changes to the charter that they will provide to the committee.
 - Define the membership parameters
- *Discuss Bylaw wording regarding Director Appointments* – This has been tabled until the next meeting.
- Calendar of events was provided in the Board packet.

ADJOURNMENT Ms. Eaton motioned to adjourn the Board meeting at 3:36 p.m. Ms. Swartwood seconded. Motion approved.

The next Board of Directors meeting is scheduled for December 10, 2019, 2:00 p.m.
8901 Herrmann Drive, Suite B
Columbia, Maryland