

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting

July 17, 2019

8901 Herrmann Drive, Suite B

Columbia, Maryland

Call to Order – Allen Mott called the meeting to order at 3:07 p.m.

Roll Call

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

Also present was Camille Cimino.

Board members absent was Kerrie Zander.

Approval of the Minutes

Ms. Swartwood **motioned** to accept the minutes of the June 13, 2019 meeting as presented. Ms. Eaton seconded. Approved with all in favor.

President's Report

None.

Report from Bookkeeper – Michael Frey

None.

Finance (Ruth Harlan)

- July Treasurer's Report
 - Morgan Stanley
 - Cash \$ 50,000.00
 - CDs \$200,000.00
 - Interest \$ 2,330.81
 - SECU Checking \$142,648.77 (\$157,439.32 – on statement)
 - SECU Savings \$ 105.09
 - 1st National MM \$ 2,051.35 (\$10 charge?)
 - Credit Card Rebate \$ 3,297.38
 - Total \$400,433.40
- The following reports were provided in the Board packet:
 - SECU & First National Bank Statements and Morgan Stanley
 - Year to Date Profit and Loss
 - Balance Sheet 6-30-19
- The following were mailed electronically in advance of the Board meeting:
 - All Programs Second Quarter
 - All Programs June 2019
 - General Ledger June 2019
 - General Ledger YTD

- Profit Loss 6-30-19
- Profit Loss all Programs YTD
- 2019 Account Codes
- RFP's for Annual Review of Audit were sent out and only one (1) response was received from Anderson Davis & Associates, CPA. Below is a breakdown of the proposed costs:
 - Review
 - 2018 - \$4,500
 - 2019 - \$4,600
 - 2020 - \$4,850
 - Preparation of 990, annual registration and Tax Returns: \$2,000 (all years)
 - Audit
 - 2018 - \$9,000
 - 2019 - \$9,200
 - 2020 - \$9,450
- *Suggestions:* Follow the plan outlined below for the next few years:
 - 2018 – Prep of 990, annual registration and tax returns: \$2,000
 - 2019 – Prep of 990, annual registration and tax returns as well as a Financial Review (we have made corrections but do not have a full year of correct data.) \$6,500
 - 2020 – Prep of 990, annual registration and tax returns as well as a full audit. (our 2020 financials should show significant enhancements due to our efforts and therefore a Full Audit would seem appropriate to see if we corrected the financial course of the Chapter. \$11,000
- Ms. Swartwood **motioned** to approve the Anderson Davis & Associates CPA to complete the preparation of the 990, annual registration and tax returns for a cost of \$2,000 as well as for Mr. Harlan to obtain a formal proposal from the firm for the actions as outlined in the above suggestion. Ms. Eaton seconded. All in favor. Motion passed. Formal proposal will be sent to the Board once obtained.
- Treasurer will continue to meet with the Bookkeeper once per month at the Chapter office.
- Ms. Harlan will meet with the Chapter staff to discuss the Contract Binder and electronic file storage.
- Ms. Harlan suggested that we continue to research options for an electronic Chapter Directory and that perhaps this is something that the Membership and Marketing Committee can be tasked with.

CED MANAGEMENT & COMMITTEE REPORTS

Education (Bill Hasselman)

- The following were included in the Board packet for review:
 - Minutes of the June 26th Committee meeting
 - Proposal from The Professional Edge for the presentation at the September 18th Breakfast Seminar.
 - Proposed Breakfast Seminar Topics for 2020
 - Proposed Homeowner Seminar Topics for 2020
 - Sample Agenda and Flyers for the 2020 Educational Program Planning Retreat

- The concept for September's breakfast program was discussed and finalized with the speaker Lynne Briel. Speaker asked great questions, specifically who the audience was so they could be better prepared for the event. The Committee members and Ms. Cimino provided great feedback for them. The program is being designed/planned to "aim high" to include experienced manager's interest. The speaker, Ms. Breil, will obtain names of Managers from Ms. Cimino and Ms. Blackburn (Committee Chair) for additional feedback and details to gear her presentation appropriately.
- Ms. Breil's main focus is Business etiquette and could be a potential future program.
- Mr. John Breil was a past Board President of a condominium association and may also be considered for a future presentation.
- Mr. and Mrs. Breil explained that twenty (20) items can make a great presentation, but not all presentations may include five. The plan is to have audience involvement and all slides are photographs which will help to stimulate the conversations instead of overwhelming with words.
- BOARD ACTION FROM MINUTES: Board to Approve the recommended Seminar Topics for the 2020 Breakfast and Homeowner Seminars.
 - All Board Members reviewed the proposed topics and found them all to be appropriate and on-point. The topics will be presented at the Planning Retreat and the preferred topics will be submitted to the Board for final approval.
- Planning Retreat Agenda
 - Ms. Eaton suggested that the Chair/Vice-Chair be consulted on the proposed date for the Planning Retreat prior to the date being finalized and confirmation received prior to the event.
 - Ms. Eaton suggested that the Annual Meeting start at 1:30p.m. then the Planning Retreat can begin at 2p.m. After discussion it was decided to keep the event starting at 2:00 p.m.
 - Event and cocktail hour will be held in the Conference Room of the MSDA office.
 - Budget provides \$1,000 limit for food and beverages. Similar food and drinks served at the Chapter's Open House was suggested for this event.
- Mini Break Out Education Seminars
 - Mr. Hasselman explained his ideas to have mini seminars which could be on topics that are more conducive to smaller groups for more focused topics. These seminars could be run by vendors, management companies, etc... Board discussion included the following thoughts: Could agree to offer different and more seminars, just needs to be planned and facilitated well; non-Board members should facilitate them to avoid additional concerns – believes it could cause an unfair "benefit"; additional costs may be necessary for the Chapter staff to be present at the office; facilitator/company could pay a "fee" to host the event; facilitator could provide snacks and/or cover the costs of the office to host the event; expressed concern about people not showing up if seminars are free, promotional benefits could possibly cause a flux of vendors wanting to host these and may cause contention; could be a good way to use the Chapter office; a business plan should be outlined and provided to the Board so a formal decision could be made on this; might be a podcast opportunity; these seminars would need to have proper guidelines or charters – could perhaps be developed by an Ad-Hoc committee comprised of the Education Committee and/or other members; possible

way for managers to obtain necessary CE credits; this shouldn't be rushed so we "get it right".

- Mr. Mott will discuss these details with Ms. Blackburn (Committee Chair) to see how the Committee could handle this idea and/or to provide an appropriate business plan.
- Ms. Eaton **motioned** to extend the Education Committee to a twelve (12) month committee and to also consider the Ad-Hoc Committee for the Mini Break Out Sessions. Ms. Swartwood seconded. All in favor. Motion passed.

Expo (Kerrie Zander – absent. BK Swartwood Facilitated)

- Minutes of the July 2, 2019 meeting were provided in the Board packet.
- *Action Item from Committee* – Approval needed for the cost of the Wrap Party and two moderators.
 - Ms. Eaton **motioned** to approve the recommended cost of \$40.00 per person (inclusive) for the Wrap Party. Ms. Swartwood seconded. All in favor. Motion passed.
 - Ms. Eaton **motioned** to approve Ms. Ellen Throop to be one of the moderators for the General Session. Ms. Ellen Throop will be required to send a recommendation to the Expo Committee for final approval for the second moderator. Once selected, the information will be shared with the Board via email. Ms. Swartwood seconded. All in favor. Motion passed.

Membership & Marketing (Ruth Harlan)

- Minutes from the June 26th Membership Committee Meeting were provided in the Board packet.
- Action Item from Committee: Report to Mr. Bridge and Mr. Dozier on any decisions made about proposals for the website upgrade. Ms. Harlan is waiting on one further proposal. Once received, the information will be shared with the Committee.
- The Committee is now meeting via conference calls.

DelMarva (BK Swartwood) – No Report

Newsletter (Gail Windisch)

- All is going well, and the Committee is ahead of schedule with obtaining articles for the publication. Ms. Harlan commented that all the articles have been timely with their topics.
- Ms. Windisch requested the Chair and Vice-Chair of the Newsletter Committee to obtain proposals for the cost of printing companies to prepare and print The Beacon publication as suggested by Ms. Harlan at the June meeting. After obtaining the proposals, it was found that the price the Chapter is paying with the current company is comparable and no change is required at this time.
- Ms. Harlan **motioned** to stay with the current company being utilized for the design and printing of The Beacon of which the costs are comparable to the costs obtained in the bidding process. Mr. Clark seconded. All in favor. Motion passed.

Annual Social (BK Swartwood)

- Minutes from the June 25th Committee meeting were provided in the Board packet.
- Board actions/approvals are required for the following:
 - Sponsorships – recommend Board approve as submitted in the minutes
 - Final recommendation to BOD – Price of event to attendees of \$75.00 per person/no couples pricing
 - Recommend Board approve \$1,000 for Eric DeHaven as event photographer.
- Ms. Swartwood **motioned** to approve the recommendations as presented in the minutes from the Committee. Mr. Hasselman seconded. All in favor. Motion passed.

Golf (Maura Hancock)

- Ms. Hancock discussed the event and felt that the event went great and the Committee learned a lot this year and has already thought about next year's planning to ensure coordination improves.
- The invoice was just recently received from Waverly Woods, but a few items are being disputed. Estimated profit to the Chapter is about \$30,000 for this event pending final costs from the venue.
- Mr. Mott commented that he thought it was run well and was a great and organized event.
- Ms. Harlan mentioned that she was only informed of the Wrap Party by another member and did not receive the original email. She also commented that she thinks the diversity of the Committee helped a great deal.
- Ms. Eaton suggested that an event be planned for members who are not interested in Golf.

Nominating Committee

- The email was sent to all members and the paper mailing will go out in August.
- A response was received from National regarding clarification as to whether the Past President and President Elect count towards the rule of "no more than two members of the same Membership class may be on the Committee." It was explained that it does include them. However, this is no longer an issue for the Chapter at this time due to Neil Alioto's resignation.
- It was noted that Mr. Alioto resigned from this committee.

Old Business

- *Website* – The Membership and Marketing Committee is handling the review of the website RFPs.
- *Status report on the Annual Review of Audit* – This was addressed in the Finance part of the meeting and minutes.
- *Senator Kelley Plaque* – Still working to schedule a date.

New Business

- Language drafted by Ms. Windisch regarding a policy for removing committee members who are missing committee meetings was sent to Board members. Ms. Eaton **motioned** to approve Ms. Windisch's recommended verbiage for the committee's charter revisions. Ms. Swartwood seconded. All in favor. Motion passed.

- *Resident Agent Proposal* – Ms. Eaton had originally recommended that it be updated to something other than the Chapter office for continuation purposes. After discussion, it was decided to table this item. No further action needed at this time.
- *Additional Staffing Recommendation Letter & Supporting Documents*: Due to the timeliness of receiving this information only a few hours before the meeting, and because some of the Board members did not have an opportunity to read the complete document, it was decided to table this item to allow the Board enough time to read through the information. The Board will discuss, and a formal response will be drafted by the Board and sent to TLG later.

Ms. Swartwood motioned to adjourn the Board meeting at 4:52 p.m. Ms. Windisch seconded. Motion approved.