

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting

September 18, 2019

Michael's Eighth Avenue

Glen Burnie, Maryland

Call to Order – Allen Mott called the meeting to order at 12:32 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 were Camille Cimino and Nan Blake.

Maura Hancock resigned from the Board of Directors as of July 26, 2019. It was the consensus of the Board, given the current calendar, not to fill the position.

Approval of the Minutes

Ms. Eaton **motioned** to accept the minutes of the July 17, 2019 meeting as presented. Mr. Clark seconded. Approved with all in favor.

President's Report

Mr. Mott proposed two items for discussion at the October Board meeting:

Leadership Development Program – Mr. Mott would like to engage Board members in discussion of ways to draw in and develop future leaders for CAI. *Item will be added to the October agenda.*

Community Outreach – Mr. Mott would like to explore having the Chapter engage in community outreach programs. Ms. Harlan noted that there is a past history of CAI engaging in this type of work. *Item will be added to the October agenda.*

Mr. Mott will begin work to clarify and document long term goals for the Chapter.

CED MANAGEMENT & COMMITTEE REPORTS

Education (Bill Hasselman)

- Mr. Mott thanked Mr. Hasselman for a successful Planning Retreat. The Board agreed that the sending the suggested list of seminar topics to the membership in advance of the Planning Retreat was a great idea and helped. Make the event a success. Angela and Kathleen did a great job. Ms. Zander suggested that at future retreats first-timers be identified so the Planning Retreat process can be explained. Increasing advance outreach to homeowners was suggested.
- 123 people registered for the September 18th Breakfast Seminar. The presentation was well received however Mr. Hasselman does not think the speakers got to the heart of the topic.

- The Board discussed scheduling a short break before Breakfast Seminar speakers begin to allow Partners to break down their displays if they need to leave early. Prize Drawings could be done during this time.
- Breakfast Seminars for 2020:
 1. The Board reviewed the proposed Breakfast Seminar topics that were selected at the Planning Retreat.
 - Mr. Hasselman **motioned** to accept the Breakfast Seminar topics as proposed by the Education Committee. Ms. Zander seconded. Motion passed with all in favor.
 - Mr. Clark **motioned** to schedule the Breakfast Seminar topics as follows:
 - February – Insurance “Hot Topics – Beyond Fire and Flood”
 - March – Green Maintenance
 - April – RFP’s – “I Want It All – The Bidding Process Explained”
 - June – Crime Detection & Prevention – “A Common Sense Approach”
 - September – Top 10 Most Common Reasons for Lawsuits COMBINED with LEGAL (“Top Cases in Maryland” (Maryland Attorney General) Bullet Points) – *Board requested that upcoming legal action updates relevant to HOA’s be added.*

Ms. Zander seconded the motion. Motion accepted with all in favor.

2. The Board reviewed the proposed Breakfast Seminar volunteer coordinators who volunteered at the Planning Retreat.
 - Mr. Hasselman **motioned** to approve the following coordinators for Breakfast Seminars:
 1. Insurance (February) – Ron Bridge and Philip Simmerer
 2. Green Maintenance (March) – Kerrie Zander, Judyann Lee and Todd El-Taher.
 3. RFP’s (April) – Luke Valentine and James Nies.
 4. Crime Detection & Prevention (June) – Ruth Harlan and Cynthia McKoin.
 5. Legal (September) – Susan Rapaport, Nicole Williams and Charlene Morazzani. Attorney Craig Zeller to be added.

Ms. Zander seconded. Motion passed with all in favor. Ms. Eaton will contact Susan Blackburn, the Education Committee Chair, to determine who on the Education Committee will help as a seminar coordinator. Each topic coordinator will be asked to provide the seminar title, an outline and description of the presentation to the Board.

- Homeowner Seminars for 2020
 - Ms. Swartwood, **motioned** to accept the Homeowner Seminar topics that were approved at the Education Planning Retreat. Ms. Windisch seconded. Motion passed with all in favor.
 - Mr. Hasselman **motioned** to approve the order of the seminars as revised/numbered.
 1. Financial – “Maximizing the Financial Health of Your Community”
 2. Reserve Studies
 3. Management “How do you get the most for your Management Bucks”
 4. Communications Combined with Reputation Management
 5. Board Meeting/Open Forum Combined with Board/Officer Training

Ms. Swartwood seconded. Motion passed with all in favor.

- Ms. Eaton **motioned** to approve the homeowner event coordinators as adjusted.

1. Financial – Accountant to be added as a coordinator; Ms. Eaton to request volunteer.
2. Reserve Studies – accepted as presented.
3. Board Meeting/Open Forum/Training – The Board volunteered Rod Clark and Joanne Frallicciardi.
4. Communications combined with Reputation Management - Remove Ruth Harlan and James Nies; The Board volunteered Susan Blackburn.
5. Management – accept as presented.

Ms. Windisch seconded. Motion passed with all in favor.

- In answer to the Board’s question, Mr. Hasselman confirmed that there is no minimum attendance number for the remaining 2 Homeowner Seminars.
- Board Leadership Development Workshop – September 21st – 12 registered
- 2020 PMDP Chapter Course Schedule provided in the Board packet. PMDP offers six classes per year. National markets classes directly to members.
- 2020 Expo Collaboration with Washington Metro - Mr. Mott has spoken with the president of Washington Metro. Susan Blackburn and Kristie Stevens will lead a committee to work with them.
- Mr. Hasselman **motioned** to accept the Expo topic “Community Management/Boards (Share the Wisdom – Tips for Managers and Boards) combined with Professionalism (Get Your Act Together)” as proposed by the Education Committee. Ms. Eaton seconded. Motion passed with all in favor.
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Expo: (Kerrie Zander)

- 33 Booths Sold and 54 Tabletops Sold; details provided in the Board packet.
- Sponsorships Sales to date: 2019: 34 2018: 34; details provided in the Board packet.
- Sponsorships for Eastern Shore: 2019: 18 2018: 25; details provided in the Board packet. Sponsorship is a little low and the Eastern Shore coordinator is looking for an additional volunteer to help solicit. Sponsorship covers the expense of providing a bus.
- Membership requested a table at the event.
- Ms. Cimino will forward a list of additional personnel needed at the event (photographer, runners, etc.) for Board authorization.
- Ms. Zander distributed the Expo draft charter to Committee members at the July meeting. Ellen Throop had multiple recommended changes. Ms. Zander will forward a copy to the Board.

Membership & Marketing: (Ruth Harlan)

- Meeting Minutes were provided in the Board packet. No Board actions were requested.
- Total Members as of 8/31/18 – 1,036
- Total Members as of 8/31/19 – 1,133
- Breakdown: 576 CAVL 336 Managers 172 BP & 49 Mgt. Companies
- The following information was sent to the Board electronically:
 - New Members
 - Expired Members
 - Chapter Matrix

- The committee does not propose any changes to the Membership & Marketing Committee Charter as presented.
- *Website Update* – Several committee members participated in a conference call with Chris Long from Elemental Consulting regarding his Chapter proposal. The call was recorded and Ms. Harlan will ask Matthew Dozier to forward the recording to the Board.

DelMarva: (BK Swartwood)

- Conference call to be scheduled for Thursday, September 19th.
- Proposed changes to the DelMarva Committee Charter were mailed electronically.

Newsletter: (Gail Windisch)

- August 1st and September 5th Meeting Minutes were provided in the Board packet. No Board actions were requested.
- Proposed changes to the Newsletter Committee charter were provided in the Board packet.
- Mr. Mott sent an email to the Committee thanking them for their hard work and for producing a quality product. Committee was very happy to receive the feedback.
- Board of Director articles for the newsletter are welcomed and encouraged. One suggestion was to include the “member benefits” to the membership that are passed through from National.

Finance: (Ruth Harlan)

September Treasurer’s Report

Morgan Stanley:

CDs	\$200,000.00
MM	\$ 50,000
Interest	\$ 4,703.14
Credit Card Rebate	\$ 3,427.03

SECU Checking	\$132,702.15
SECU Savings	\$ 105.13
1 st National MM	\$ 2,033.83 (Statement was unavailable for reconciliation)

Combined Total \$392,971.28

2019 YTD Income	\$387,363.95
2019 Expenses	\$297,228.95
YTD Net Income	\$ 90,135.00

- The following reports were included in the Board packet:
 - Year to Date Profit and Loss as of 8-31-19
 - Balance Sheet 8-31-19
 - September Treasurer’s Report
- The following were mailed electronically:
 - All Programs August 2019
 - Profit Loss 8-31-19

- Profit Loss all Programs YTD
- Checks July and August 2019
- Ms. Harlan reported that it is difficult to track vendors under the current system of filing receipts by the month. Going forward, receipts will be sent monthly to the bookkeeper. Once the bookkeeper has released the receipts to the Treasurer, receipts will be filed by vendor. Within the vendor file, receipts will be filed by event.
- Mr. Clark suggested mailing Eastern Shore Seminar information only to eastern shore zip codes as a way to reduce expenses. The Board will consider the benefit of reducing the mailing.

Annual Social: (B.K. Swartwood)

- Minutes from the July 23rd and August 27th meetings were provided in the Board packet. No Board actions were required. Work for the event is on track.
- The committee would like to post a sign at the upcoming Expo advertising the Gala. The Board agreed to post the sign at the Membership table. Ms. Swartwood and Ms. Harlan will take the item for action.
- Only members or a guest of a member may attend the event.
- A Sponsorship Sales Update was provided in the Board packet. The committee is working to find additional sponsorships.
- Social Committee charter revision updates from the committee were provided in the Board packet for consideration.

Golf: (Camille Cimino)

- Financial report for the 2019 Golf event was provided in the Board packet. The event generated approximately \$29,000 in sponsorships for 2019. The total profit for the event was \$34,303.57.

Nominating: (Ruth Harlan)

- 10 applications were received by the September 16th deadline.
- Ballots will be mailed by September 30th. Ballots are due by November 4th.
- Ms. Eaton **motioned** that each of the vacant positions is for a three-year term; member's term begins upon being elected to the position. Ms. Swartwood seconded and the motion passed with all in favor.
- Mr. Neil Alioto resigned from the committee due to illness. The major work of the Committee had been completed by the time of his resignation and it was deemed not necessary to appoint a new member to the Committee.
- The Board reviewed the list of 10 nominations. James Nies's application arrived after the September 16th deadline making him ineligible. Sami Satouri does not meet the specified qualifications. Both names were removed from consideration. Ms. Harlan has spoken with Mr. Nies and will speak with Mr. Satori.
- The Board agreed that the nomination mailing is to include the original biographical sketches as provided by each nominee.
- The Board agreed that the write-in option on the ballot would violate the application deadline requirement - option will be removed from the ballot.

- The closing signature in the cover letter will be changed from Camille Cimino to ‘The Chapter Board of Directors.’

OLD BUSINESS

- Based on the recommendations of the committee liaisons, the Board agreed by consensus to stand up an ad hoc committee to review committee charters. Ms. Swartwood will lead the committee. Mr. Mott and Mr. Clark volunteered to assist.
- The Board agreed to table all of the other items listed under “Old Business” until the next meeting.
 - Status report on the Annual Review of Audit RFP
 - Status of presenting the Senator Kelley plaque
 - RFP ad hoc Committee update

NEW BUSINESS

- The Board agreed by consensus to make a \$1,200 donation to the MD LAC.
- The Board agreed to discuss the remaining agenda items via conference call:
 - Chapter Sponsorships – Benefits and Rates for 2020
 - 2020 Advertising Rates for the Beacon and the Membership Directory
 - Online Registrations
 - Legislative Issues that they would like the MD LAC to address in the 2020 Session

ADJOURNMENT Mr. Mott **motioned** to adjourn the Board meeting at 2:27 p.m. Mr. Hasselman seconded. Motion approved.

The next Board of Directors meeting is scheduled for October 16, 2019, 3:00 p.m.
8901 Herrmann Drive, Suite B
Columbia, Maryland