

CHESAPEAKE REGION CHAPTER, CAI BOARD MINUTES

Wednesday, January 12, 2011

American Community Management Office

I. Call to Order/Roll Call/ Welcome new Board Members

The January meeting was changed to a conference call meeting because of inclement weather. Kara Permisohn, President welcomed everyone to the call and the meeting was called to order at 4:05 pm. Members present were: Kara Permisohn, President; Joseph Jordan, President-Elect; Pauline Watson, Secretary, David H. Bader, Treasurer; Mel Herzberger; Jonathan Strauss and Camille G. Cimino Executive Director, Board members absent and excused were: Allan McLeod, Scott Silverman, and Allen Watts.

The President and Board welcomed new member Jonathan Strauss (John). Kara opened the meeting advising us of her visions and ideas for 2011, one of her first goals is to shorten our board meetings, and also look at ways to make the board more efficient. The president asked the board to assist her with looking for additional volunteers to help in making the organization more viable. She thanked the board for their hard work in 2010 and look forward to leading the organization in 2011.

II. AGENDA: The Agenda was approved with the following additions:

Under "New business" Advertising for the directory
National Conference

Expo in Rehoboth Beach

AA community college, achievements award program

Under Old Business- discuss the documents that were emailed by Camille prior to the meeting, i.e.: 2011 volunteers, discuss flyer commitment form and sign up sheets

III. MINUTES - No minutes from the November 17, meeting available, The Secretary was not present at this meeting and not sure who took minutes. Camille will try to reconstruct some information and have minutes available for the February meeting.

IV. OLD BUSINESS

A. Chapter's Long Range Plan

Update on the campaign to recruit committee volunteers (attached document)

Holiday Social Budget Recap

Holiday Social: We made money from the Holiday Social, (See Financilas worksheet for profit). Camille stated high turnout. After party was not well attended. about 20 to 25 people.. Kara mentioned that we should look at the event for next year and decrease the hours (6) hours was a long time. Also the after party did not allow for networking, more social, do we want this for next year, the board and the Holiday committee will look at this for next year, and bring the board a recommendation.. Camille mentioned that there were problems with the hotel not being able to accept credit cards for the cash bar.

V. Committee Reports

On the 2011 volunteer request that was mailed out, Camille read a list of approx 10 people who have expressed interest in participating on one or more committees. A list of the volunteers will be emailed to the board members...

A. Education

Brochure for 2011 Breakfast Seminar

Copy of the breakfast seminar has been mailed

Update from Mel on February Seminar/Mel has 2 people signed up to be Presenters but , Mel will email the names of the presenters with a bio to Camille by Jan 17th., Mel feels comfortable with coordinating the 2 hr seminar . Questions from the board were, do we usually have an hour presentation ? Some members felt it was too long and may not hold the attendees interest... Kara suggested going forward she wants to encourage the committee to balance the seminar less lecture but more interactive participation.

March, April and May Seminars were excluded from the list. Camille reported the Seminars for these months are going forward very well. The same presenters are presenting and she sees no problems

Update from Kara on September Seminar

Dale Carnegie Trainer on board for September seminar, this caliber of presenter should gather a large crowd. Kara waiting for Additional presenters that volunteered are xxxxxxxx and xxxxxxx both have their CAI designates and is well qualified to be presenters being very familiar with the topic for this seminar.

- Discuss theme for October Expo.
At the long Range planning meeting a "Theme" was discussed. Did not have the theme available, looking for a theme that will hold the interest of a large majority. Trends in the industry may not be enough, another mock trial was mentioned, maybe select several

trends and have mock trials. Regulations, governance rules and violations etc. may get a lot of interest from homeowners. Still looking for ideas and thoughts for a theme, also need a Chair for the Expo Committee, We need to start empowering volunteers and board members to serve on committees. Camille and Kara will look at the current committee members. Camille will contact persons that served on the Expo committee in the past; Camille also suggested a letter from the president be sent to the management companies asking for assignment of a person from their organization to serve on a committee.

B. Membership Committee

Gianna from Tidewater will step up as chairperson of this committee. Joe will still be on this committee as the Board liaison. Joe also reported we have 3 new members; suggestion for a co chair was tabled until later next meeting.

- November statistics - Membership committee will review these reports and come up with recommendations to welcome new members, these reports will continue to be sent to the board for review, but will not need to be an action item going forward. Kara suggested as a board we should put together a job description for this committee... Joe suggested the report given by the committee should be a short report to include, number of new members, number of lost membership, reason for leaving CAI. Kara recommended the committee come up with goals for 2011 as it relates to membership. A discussion was done about the list of "Soon to Expires". The list is develop by National and may not be current. Several Board members and their organization names were on the list. Membership committee will be tasked to come up with a recommendation to improve the way this is reported.
 - List of Expired
 - # of new members
 - Soon-to-Expire Report
 - New Recruiter Flyer- Camille talked about the Recruiter flyer and asked to use this info to recruit people.

VI. Financials

- Year to date Budget Jan - Oct or Nov.
- Proposed budget for 2011.

- Camille recommended the board look at the expense reports. Camille explained the reports, all of the bank statements were not in as of this meeting so the Treasurer could not do reconciliation. When the bank statements are in Camille will send to the treasurer. Since all board members did not review the financial documents it was a question on if the budget could be approved for this meeting all the reports were reviewed sheets.

VII. OLD Business

Discussed the documents that were emailed by Camille prior to the meeting, i.e.: 2011 volunteers, discussed flyer commitment form and sign up sheets.

New Business

Kara recommended that she would like to see some training done on the committees level so committee members will easily be ready and have no problems assuming a future board position,

Advertising for the directory recommendations: Color codes for Ads in the directory, Color paper for each section, Vendors, Home Owners, Managers, etc., recommended cost of Ads will be \$ 525 inside back & front cover, \$400 on first page of each section, Mel made a motion to go ahead with creating the color section for \$400, Motion seconded by Jonathan. Motion carried.

Received a solicitation from a management company in Rehoboth inviting us to a Trade Show event at the Rehoboth Beach Convention Center. The show is being sponsored by the Wilgus Management Company; The Exhibit booth will be \$395. The board suggested we send two members of the DELMAR committee and see if we have some interest for next year. Will see if this trade show will be opened to the public... Kara suggested this company be recruited to become a current member of CAI. They had a membership in the past.

Nat'l conf, Expo in Rehoboth beach

Request from AA for CAI to help promote the non profit Leadership Series courses to be held in March at the community college. Elmore & Troop will teach the course. Camille suggested distribution of the flyer at the Breakfast Seminar. The Board approved

Achievements award- The Chapter Achievement and Excellence Awards is an opportunity to showcase the significant contributions of our chapter. January 14th

is the deadline for submission.! Kara suggested we tabled this for this year and work on a program for submission for 2012. The board will develop a committee to work on identifying a program that we think would be successful for the year 2012.

IX. ADJOURNMENT

Motioned made by Pauline and seconded by Mel to adjourn the meeting at 6:04pm

NOTE: Please notify the President or Chapter Executive Director in advance if you will not be able to attend the meetings to eliminate the need for phone calls prior to the meeting in order to determine if we will have a quorum.

Respectfully submitted,
Pauline Watson, Secretary