

MINUTES
CHESAPEAKE REGION CHAPTER, CAI BOARD MEETING
Wednesday, June 22, 2011
Conference Call - 4:00 pm

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

The June meeting was called to order by President, Kara Permisohn at 4:05 pm.

Board Members on the call: Kara Permisohn, John Strauss, Camille Cimino, Mel Herzberger, Pauline Watson

- Angela Guaragna (taking minutes)

Board members absent: Scott Silverman, Allan McLeod, Joe Jordan, Allan Watts, David Bader

Mel Herzberger made the motion that the Board Minutes be approved at 4:05 pm.

II. There was one additional item Kara added to the Agenda about the possibility of a Special Events Committee (see below)

III. Minutes

- Mel Herzberger made a motion, John Strauss seconded and the May Board Minutes were approved.
- Discussions were made that the seminar went well.
- Discussions were made about the Rose remodeling their ballroom and how that may help with presentation – Mel and Jon believe that would not make a big difference

IV. Committee Reports

A. Education

- The Board Reviewed the May Seminar Financials and acknowledged that the Seminar did very well.

B. Membership Committee

- Question the breakdown of the CAVL Matrix. National had said some of the Reports were incorrect.
- Discussion was made that we cannot always rely on the reports from National
- Staff to ask National what the initials mean on the Chapter Matrix so we can better understand-DONE
- Gianna sent an email stating that there were a few people that have been taken off the membership committee. She believes the committee should focus on recruiting new members
 - Gianna mentioned sending out a welcome card for the membership committee.
 - Have vendors sponsor guests – Kara suggested we send the coupon out in each E-blast to promote attendees
 - Membership committee should act as mentors and introduce people at event
 - Ribbons for new members idea
- Gianna discussed providing free transportation to the Eastern Shore to get them to our events. She is going to try to bridge the gap between the Eastern Shore - Kara suggested it would be very expensive but could possibly be promoted as a sponsorship.
- Updates were given about Gianna's survey taken at the Breakfast Seminar.
- Further updates from membership will be given in November

C. Golf Committee

- Camille discussed how we got a lot of great feedback from people about the golf tournament
- There were 6 no shows out of 32 foursomes
- Terrific sponsorship participation
- Staff to find out how many people came to just the dinner to network as oppose to spending the whole day at the tournament (DONE 7) – Kara mentioned we could improve on advertising the Dinner to get more people there.

D. Newsletter Committee

- We got a very good response with articles from the members. The Beacon is going to the printer this week.
- The Committee themselves did not really come through, it was more of the call for articles that went to our members
- Kara mentioned that BK has been reaching out to people who are supposedly on the committee and has not gotten many responses.
- Camille discussed how some platinum sponsors did not send in their information for their member spotlight and they were reminded

E. Expo Committee

- 25 booths have been sold at this point
- We are doing another mailing this week and also sending out a prospect email

- Next Committee meeting is on Monday, June 27th – Camille is going to have the committee call business providers that have not yet signed up for a booth
- Almost everyone on the committee is playing a part in the Mock Trial

F. Holiday Social Committee (Special Events Committee)

- Consider making the Holiday Party Committee a part of a “Special Events Committee” to help enhance chapter networking efforts all year not just in December. The holiday event would be 1 event that committee would be in charge of with hopes of hosting a couple of other small networking events during the year.
- Kara has a few names of people that are interested in this committee

G. Newsletter Committee

- Mel mentioned putting the articles on our website

H. Del Marva

- We need to brainstorm more ideas of how to “close the gap” and get them involved.

I. Nominating Committee

- Kara has not received more candidates as of now (She has 5 names)
- Official candidate form is going out July 1, 2011.

V. Financials

- It looks like we are doing well financially
- Kara mentioned getting I finance committee together (Jon Strauss volunteered)*AGENDA ITEM FOR NEXT MEETING
- Using QuickBooks for accounting was mentioned
- Kara suggested that the nominating form should ask if people would be willing to serve on the executive committee
- Staff to check and see if that is anywhere on the application (DONE and on application that is going out July 1, 2011)
- The nominating committee will follow up with the two or three people who have shown interest but have not turned in their forms
- Kara is waiting on a few paragraphs from people about serving on the executive committee

VI. Old Business

- Mel followed up with Craig Zaller and Michael Nagle and they thought it was a great idea and were willing to videotape a seminar
- Further discussion needs to be addressed about how often we will do them, if we will charge or not charge, how people will register, etc.
- The board needs to brainstorm about the pros and cons to charging or not charging people to access the archived videotaped seminars

VII. New Business

- Mel is going to follow up and let us know the results of his study with the documents from the Attorney General’s office
- The Minutes need to be sent out sooner so the Board can see what needs to be addressed before our next meeting

VIII. Adjournment

- Potential dates need to be sent out to reschedule July’s Board Meeting. Mel motioned to adjourn and Pauline seconded at 5:32 pm.