

**April 4, 2012 Board Minutes**  
**American Community Management Office**  
**4:00pm**

**4:00pm** – The Board participated in a video conference call with Star Chapter to discuss their Association Management software program. After some discussion Joe Jordan moved and BK Wallbrunn seconded that staff request a bid from our webmaster for him to develop software so that we can take registrations and accept CC/Check payments on the Chapter website.

**I. Call to order/roll call/welcome Board Members**

The March Board meeting was called to order by the President, Joe Jordan at 4:07pm.  
Board Members present –, Sari Mcleod, Allan Mcleod, Joe Jordan, Mel Herzberger, Kara Permisohn (called in) Executive Director, Camille Cimino, John Strauss, B.K. Wallbrunn, and Pauline Watson  
Board Members absent – Scott Silverman,

**II. Agenda**

There were a few additions to the Board agenda.

- Howard County Housing invitation
- Joe Jordan, Becht Engineering announced to the Board that he is resigning from Becht Engineering and therefore resigning as President of the Chesapeake Chapter. Joe will be working full-time in the family business which is in a field not related to the Community Association Industry.
- Sari moved and BK seconded that they accept the additions to the agenda.

**III. Minutes**

Sari McLeod made a motion to approve February 15, 2012 Board minutes and Mel Herzberger seconded.

**IV. Committee Reports**

- **Education**
  - The Board review the financial statement and evaluation forms for the March seminar and had no comments.
  - Mel Herzberger attended the March Homeowner seminar conducted by Cynthia Hitt Kent. He was very impressed with Cyndy's presentation and also the caliber of attendees. He noticed that there were two common issues that came up during the seminar. The first was how to conduct board meetings and the second was the handling of elections. Camille noted that we could schedule a homeowner seminar on these two topics next year. Camille pointed out that among the suggestions for future topics, both board meetings and elections were listed.
  - Camille explained that the rental fee for the meeting space is a different price for weekdays vs. the weekend and also the amount of time reserved for a seminar varies.
- **Membership Committee** –No membership report
  - Angela to run expired list again and add the contact names. Angela is going to send all membership reports to Gianna.
- **Nominating Committee**–Kara referred to her email she sent out stating:
  - There are only a couple of requirements stated in our bylaws for the Nominating Committee(NC):
    1. There must be 1 current member of the chapter board serving on the NC
    2. There must be at least 1 person from each division of membership (Manager, Business Partner & CVAL) / we are not limited to only three people.
    3. The NC members must be members in good standing with the CRC as their primary chapter.
  - Currently Kara represents the BP/BoD Member, Sari McLeod and Valerie Robinette have offered to serve as Manager members, and Neil Ailoto with Eden Brook Condominiums is returning as our CAVL (homeowner) member.
- **Internet Committee** - no update
- **Del-Marva committee** – Del-Marva committee has scheduled a meeting Monday, April 9<sup>th</sup>. Joe plans on participating via conference call

- **Newsletter Committee** – Beacon was sent to print.
- **Expo Committee Update** – Camille reported that there were 19 people in attendance at the meeting and everyone was very receptive to the idea of reenacting a Community meeting as well as possibly a Board Meeting. She reported they were a little luke warm over “Rocky Horror Picture” theme concept. B.K. noted that some people did not like the reference to the word Horror. The committee will continue further discuss about the theme at their next meeting in April
- **Joe’s update on a Sub-Committee to the Social Committee** – There were 61 people registered to attend Comedy Club night. Many were sponsored by Event Sponsors, for example, Scott Karam purchased 14 tickets. Unfortunately, there were 20 no-shows which was quite a large percentage. Kara commented that it was a fun night and maybe we want to consider doing an event during the week. Camille commented that a good number of people took advantage of it being a weekend night and went out to the bars after. We reviewed the financial statement for the event and it was noted that there was a net loss of \$453.43.
- **Golf-Committee update** – Camille noted that the golf committee had filled the majority of the sponsorships and were now working on finding players for foursomes. They did not foresee there being a problem in filling them.

## **VI. Financials**

There were no comments or questions regarding the January financials.

## **VII. Old Business**

- BK commented that she liked the staging and so did Kara from the March Breakfast. Joe Jordan moved and Sari seconded that we order staging for each Breakfast Seminar when there is a panel of presenters. (Staff to order)

## **VIII. New business**

- For all of these, Camille provided the information on some of CA National recent modifications to procedures and the creating of new membership and Seminar. She wanted to Board to see some things National has been doing.
- Howard County Housing Invitation – Camille explained the background behind the email from the Howard County Housing department. In an effort to provide CAI with some exposure and also to continue our mission which is to “educate homeowners and board members”, Camille thought it would be beneficial for our Chapter to provide some speakers for the this program. Camille explained further that the purpose of these meetings is to address the challenges Communities are facing with regards to FHA certification. HCH asked that we recommend a manager, and a FHA lender to participate.  
Sari volunteered to do the programs on April 25, 2012 and May 31, 2012. B.K. volunteered to handle the May 17, 2012 program. Mel Herzberger offered to provide Camille with the handouts that were used for the FHA program that he coordinated for the Chapter back in Feb 2011. He also suggested as a backup attorney they consider asking Cyndy Hitt Kent to present.

Adjournment – The meeting was called to adjourn by Sari McLeod at 6:35pm and was seconded by B.K. Wallbrunn