

**CAI Chesapeake Chapter
Board of Directors Meeting
November 14, 2012 – 4:00pm
Offices of American Community Management
Edited: January 15, 2013**

I. Call to order

The meeting was called to order by President, BK. Wallbrunn at 4:00pm.

II. Roll Call

Board Directors Present: B.K. Wallbrunn, Sari McLeod, Jonathan Strauss, Kara Permisohn, Mel Herzberger, Allan McLeod, Scott Silverman, Pauline Watson

Other attendees: Executive Director, Camille Cimino

III. Meeting Agenda

A motion was made by Ms. Permisohn to “approve the agenda as distributed”.

Second: Ms. Watson Approved by consensus

IV. Minutes

Mr. McLeod made a motion to “approve the October 3, 2012 meeting minutes as distributed”.

Second Mr. Herzberger Approved by consensus

V. Committee Reports

Ms. Cimino gave a summary financial recap of the September 15, 2012 Essentials Class; September 29, 2012 Homeowner Seminar on Budgeting and the November 3, 2012 Homeowner Seminar on Board Governance.

Ms. Cimino gave a summary on the Mentor flyer and asked the Board to review and give suggestions. One suggestion was to “pump up the e-mail address/fax and phone number” to make it stand out more and to have the registration form on the reverse side for the next printing. Ms. Rahmani has resigned as the Membership Committee Chair and Mr. Ted Porter has agreed to become the Committee Chair.

Ms. Wallbrunn noted that the Chapter website Committee Chairs needed updated.

Ms. Cimino gave an update on the 2012 October List of expired members, new members and soon to expire members. Ms. Cimino also noted that the membership count of 736 is the highest to date.

Ms. Cimino stated that all members had been sent a 2013 Ballot for Board Director elections in the mail. The Board recommended that an email reminder be sent to the membership along with the ballot as an attachment.

Ms. Cimino reported that staff was working with the computer programmer to update the newly created templates for the Chapters programs and events. Programmer anticipates having the Chapter Advertising and Sponsorship sections ready to accept registrations and credit cards by the end of the month. Staff will check the website to help mitigate any problems in the programming in anticipation of membership be able to access website for 2013 seminars and programs.

Ms. Cimino reported that there were 45 attendees registered for the Expo from the Eastern Shore. This is the largest attendance to date. There were 34 managers and eleven homeowners. The last two programs given at the Eastern Shore have been well attended.

Ms. Cimino stated that this was the largest membership and vendor attendance. 101 attendee evaluations were filled out. Ms. Cimino gave a summary on the Expo financials, attendee evaluation results and vendor evaluation results.

Ms. Cimino stated that the Holiday Social Invitation was mailed on November 2, 2012. There will be some additional prizes given out and attendees will receive two drink tickets.

A motion was made by Ms. McLeod to "approve Nick Cowie of Cowie & Mott, P.A. to sponsor a happy hour at "Max's Tap House" located in Fells Point for 60 people from 4:00 p.m. – 7:00 p.m. Date to be determined. Mr. Cowie will be responsible to draft the flyer, assume the cost of food and beverage and the cost of printing the flyer". The Chapter will obtain alcohol liability insurance to cover the event".

Second Mr. Herzberger Approved by consensus

A motion was made by Ms. McLeod to "approve the Chapter to purchase alcohol liability insurance to cover the "Max's Tap House" happy hour event".

Second Ms. Permisohn Approved by consensus

VI. Financials

Mr. Strauss reviewed the September 2012 financials. Ms. Cimino stated there were some coding adjustments that Mr. Strauss would be making.

VII. Old Business

The Board asked for Ms. Cimino's projected staffing budget requirements for 2014. The contract will be inclusive of all management fees and will become one line item on the budget. Ms. Cimino will send a copy of the contract by Tuesday, November 20, 2012.

A motion was made by Mr. Herzberger to "approve the 2013 budget as presented noting that the management contract fees have not yet been approved".

Second Ms. McLeod Approved by consensus

VIII. New Business

Ms. Wallbrunn made the following motion "In keeping with the Chapter Bylaws Article VI-Section 1, the Board of Directors approves the continuation of Ms. Permisohn to fulfill her 2nd-3rd year term as Board Director year ending 2013. After that date all Board Director terms will follow the criteria as set forth in Article VI (6), Section 3 until such time as the Board may elect to change these terms".

Second Mr. Herzberger Approved by consensus

Ms. Wallbrunn stated that the required Annual Meeting of the Chapter would take place at the Holiday Social on November 29, 2012. The incoming Board Directors will be announced at that time.

VIII. Adjournment

Ms. McLeod made a motion to adjourn the Board of Directors meeting at 6:15pm.

Second Mr. Strauss Approved by consensus