

**CAI Chesapeake Region Chapter  
Board of Directors Meeting  
October 3, 2012  
4:00 p.m.  
Offices of American Community Management**

**I. Call to order/Roll Call**

The meeting was called to order by President, BK. Wallbrunn at 4:10pm.

Roll call – Board Directors Present: B.K. Wallbrunn, Sari McLeod, Jonathan Strauss,  
Kara Permisohn, Mel Herzberger, Allan McLeod

Board Directors Absent: Scott Silverman, Pauline Watson

Also in attendance: Executive Director, Camille Cimino and  
Staff member Angela Guaragna

**II. Additions to Board Meeting Agenda**

Ms. McLeod asked for agenda addition to have discussion of Chapter Bylaws after review of meeting minutes.

Agenda approved by consensus as distributed with addition of Chapter Bylaw discussion.

**III. Minutes**

Ms. McLeod made a motion to “Approve the September 5, 2012 meeting minutes as distributed”.

Second Mr. McLeod

Approved

**IV. Bylaw Discussion**

Ms. McLeod provided a formatted version of Chapter Bylaws which was recommended to the membership by the Board of Directors for adoption. The older version prior to revising the bylaws in 2005 is currently shown in the 2012 Membership Directory and on the website. The 2006 amended version does state that no two people from the same company can serve on the Board of Directors at the same time.

**V. Committee Reports**

**Education**

Ms. Cimino stated that the September 29<sup>th</sup> Homeowner Seminar “Budgeting and Finance” was well attended with 32 attendees.

Ms. Guaragna sent the Board Directors, via e-mail, the September 19<sup>th</sup> Breakfast Seminar financials for review.

Ms. Cimino noted that the November 3, 2012 Homeowner Seminar “Board Governance” being taught by attorney Cynthia Kent had 20 registered attendees as of October 3, 2012.

Mr. Herzberger made a recommendation that the Chapter hold an insurance seminar located in the Ocean City area. Due to a recent fire which caused the collapse of a condominium unit this may be a well attended and timely seminar.

**Membership Committee**

Ms. Cimino reviewed the August membership statistics with Directors. Ms. Cimino went on to give a recap of the List of Expired Members and Ms. McLeod noted that Craig Wehrle would not be renewing his membership at this time.

Ms. Cimino went on to review the list of New Members and Soon to Expire list with the Board.

Ms. Permisohn noted that she would like to participate in the mentor program offered by the Membership Committee.

The Board of Directors asked staff to create a flyer for the mentor program and post it on the Chapter website and also do an e-mail blast to members.

Ms. Cimino stated that National is increasing membership dues starting January 2013. The increase will be \$4.00 for Managers.

Ms. Cimino stated that the Chapter membership is up and members to date are 704.

#### **Nominating Committee**

Ms. Permisohn gave an update regarding the candidate applications received for the 2013 Board Election ballot and explained how the nomination slate would need to appear for voting purposes.

Ms. Wallbrunn made a motion: "The nominating committee should present their recommended slate of five (5) candidates to the Board of Directors for their consideration of approval prior to publication of the candidates".

Second Mr. Herzberger

Vote: Aye – Mr. Strauss; Ms. Permisohn; Mr. McLeod; Ms. Wallbrunn

Opposed: Ms. McLeod

Motion Approved

#### **Internet/Website Committee**

Ms. Cimino gave an update on the status of the website programmer and registering online. She went on to note that there was a "glitch" with the credit card company tutorial scheduled for the office staff which will familiarize them with the processes that need to be in place so members can pay online. The online payment feature should be ready for events beginning in 2013.

Discussions took place regarding the cost for the programmer to add an additional verbiage line to include the processing fee associated with paying online. The Board discussed the possibility of passing this fee to the online user, but the Board chose not to at this time. The Board asked staff to check on how much it would cost for the programmer to add this option to our website program at this time.

#### **Delmarva Committee**

Ms. Cimino noted that Ms. Hobbs single handedly raised the largest amount of sponsorship money for the Expo. It was recognized what a great job Ms. Hobbs has done on behalf of the Chapter.

#### **Newsletter Committee**

Ms. Cimino noted that the fall 2012 issue of the Beacon is being prepared and will be sent to the printer by October 21, 2012. Ms. Cimino noted that many of the handouts from the Expo will be inserted into this issue of the Beacon. This will be a good resource not only for those that were not able to attend to as a reference for the membership.

#### **Expo Committee**

Ms. Cimino gave an update on the 2012 Expo. She stated that sponsorships are just about sold out and that the Expo Committee has a script prepared. The Expo Committee will do a dry run with the script at Martin's West on Monday, October 15. As of September 28 there were 110 registrants for the Expo, but Ms. Cimino explained that normally there is a large influx of registrations several days before the event.

#### **Social Events/Holiday Social Committee**

Ms. Cimino stated that the Holiday Social Committee had met and sponsorship flyers have been mailed and e-mailed to all business partners and management companies. Staff e-mailed the Holiday Committee members a list of Service Providers to do follow-up phone calls for sponsorships. As of September 28, 2012 only five (5) sponsorships for the Holiday Social have been received.

Ms. Permisohn noted that George Kukar had approached her about becoming involved with the Chapter and being part of the Holiday Social Committee. As the holiday event was already underway and planned the Board suggested that staff contact Mr. Kukar and provide him with contact information for a Pirate Ship Cruise Event which was discussed at the planning retreat and ask him research more details for this event.

Ms. Cimino noted that Mr. Cowie is researching details regarding a Happy Hour event at a facility in Canton near Fells Point.

**VI. Financials**

Mr. Strauss stated that the draft budget for 2013 was completed. Once the Board Directors review the draft the final budget will be ready for a vote at the November 14, 2013 Board of Directors meeting.

The Board asked Ms. Cimino to update her budget needs and project staffing needs for the Chapter and present them at the November 14, 2012 Board of Directors meeting.

**VII. Old Business**

Ms. Cimino stated that she was waiting on several members coordinating Breakfast Seminars to submit their descriptions. These were member volunteers that signed up during the planning retreat.

Staff will be setting up a seminar in Easton for the 2013 season and will also research the advanced ABC topics to offer members who have already attended the Essentials course.

**VIII. New Business**

Ms. Cimino asked the Board to review the sponsorship flyer and provide feedback. Several comments and updates were given to staff to implement:

- Pictures in the brochure need to be updated; add Homeowner Sponsorships benefits to the brochure; reduce cost to \$150.00 from the current \$175.00; add verbiage "great opportunity for Management Companies".
- Add "buy four (4) get one (1) free" - Breakfast Seminar Sponsorships  
Total cost =\$800.00

Ms. McLeod made a motion: "CAI Chapter Office to purchase a laptop computer with software for an amount not to exceed \$1,500.00".

Second Mr. Strauss

Motion approved by consensus.

**IX. Adjournment**

Ms. McLeod made a motion to "Adjourn the October 3, 2012 Board of Directors".

Second Ms. Permisohn

Motion Approved