

**CAI Chesapeake Chapter  
Board of Directors Meeting  
January 10, 2013  
Offices of American Community Management**

**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, Neil Alioto, Gary Saylor, JudyAnn Lee, John Taylor, Hazel Wilkinson

Other attendees: Executive Director, Camille Cimino  
CAI Staff, Angela Guaragna

**III. Meeting Agenda**

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

Second: Mr. Alioto    Approved by consensus

**IV. Minutes**

Ms. Permisohn had a few changes to the November 12, 2012 Minutes.

Under the Committee Reports in the 7<sup>th</sup> paragraph Ms. Permisohn would like the sentence "Ms. Cimino reported that there were 45 registered for the Expo from the Eastern Shore" to be changed to "45 attendees registered".

Under Old Business the sentence "Ms. Cimino was not prepared to submit at this time" should be deleted  
The Adjournment time 6:15p.m needs to be added.

Ms. Permisohn made a motion to "approve the November 12, 2012 minutes with changes"

Second: Mr. Strauss    Approved by consensus

**V. Welcome New Board Members**

All Current and New Board Members introduced themselves. Ms. Cimino distributed Board binders to all of the new Board Members so they could keep all of their Board documents in a file. All New Board Members were encouraged to come to any of the Board members for guidance or any questions they may have during the beginning of their term.

**VI. Election of Board Officers**

Ms. Wallbrunn made a motion on the table to elect Ms. Lee as President-Elect and Mr. Saylor as Vice-President.

Second: Mr. Alioto

Tabled: Jonathan Strauss requested that the discussion on the motion be tabled until Ms. McLeod arrives at the Board Meeting (15 minute waiting period).

When Ms. McLeod joined the meeting, Ms. Permisohn asked if Ms. McLeod had an interest in becoming President Elect. Ms. McLeod indicated she was choosing not to accept the position at this time.

Ms. Wallbrunn made a motion to approve Hazel Wilkinson as the Chapter Secretary . She will be responsible for taking Minutes during the Board Meeting.

Second: Ms. Permisohn    Approved by consensus

## **VII. Committee Reports**

Ms. Wallbrunn suggested that there be a pitch at the February Breakfast for people to sign up for Committees.

Mr. Saylor agreed to be the Board Liaison for the Holiday Social Committee so a new Holiday Social Chair will need to be appointed for 2013.

There are no other reports from Committee Chairs.

## **VIII. President's Report**

Ms. Wallbrunn noted that while many things have been positive over her year as President, there are a few things that can still be done better:

- She reconfirmed that Board terms are for three years. At the completion of their first term, the the Board Member is up for renewal for their second term and will go on the Nominating Ballot.
- The Management Contract has been submitted by Camille and expires in 2015.
- The President and Treasurer should be authorized signatures on CAI Bank Accounts in addition to the Executive Director.
- The Board Meeting Minutes will be posted on the website after approved by the Board.
- The Committees should become more active in their duties to free up time for Camille and Staff to work on other CAI assignments.
- The Chapter By-Laws are listed on the Chapter Website and a hardcopy has been given to each Board Member.

## **IX. Management Report**

### **Education**

Ms. Cimino gave the Board copies of all of the 2013 flyers for the year.

The Board reviewed the financials from the November 3<sup>rd</sup> Seminar.

Staff sent an email to all Ocean City Managers asking them to help promote the February Seminar on Board Governance in Easton, MD.

### **Membership**

The Board reviewed the November and December membership reports from CAI National's website.

The Board reviewed the CAI Membership Matrix and Ms. Cimino noted that this is the highest membership number we have had to date.

### **Internet and Website**

Ms. Cimino reviewed and updated the Board on the new online payment program which enables members to register and pay online.

### **DelMarva**

Staff is going to look into holding more seminars in Delaware and researching venues to host the seminars.

Ms. McLeod stated that we should ask our February Speaker, Delaware Attorney, Chad Toms for suggestions for venues.

Ms. Wallbrunn is going to check with the Manager from CMC who is located in the Delaware area to see if he may know of a clubhouse in Delaware that might be interested in hosting an event.

### **Newsletter Committee**

The Newsletter Committee has met twice – once at Ms. Eaton’s office; the other via conference call and has come up with some new ideas for articles in the Winter Beacon. The newsletter should be mailed to the membership in the beginning of February.

### **Expo**

SAVE THE DATE – The 2013 Expo will be on October 29<sup>th</sup> at Martin’s West.

### **Holiday Social**

Ms. Cimino noted that we made some money this year on the Holiday Social which has not happened often in the past.

The Board discussed the pros and cons of having the Holiday Social in early December. There was also discussion regarding the event being on a Friday vs. a Thursday. The Board suggested the date be changed to the Friday before Thanksgiving which is November 22, 2013. Staff is going to check with the Westin for availability of that date.

### **Social Events**

The Social Event Nick Cowie proposed “Happy Hour at Max’s” will probably be scheduled for the end of April. Mr. Cowie will be preparing the flyer to promote the event.

### **Finances**

Ms. McLeod made a motion to approve the 2013 Budget as presented.

Second: Ms. Permisohn, Approved by Consensus

Ms. Wallbrunn made a motion that the Chapter President and Treasurer should be added as authorized signatures to the CAI Bank Accounts.

Second: Neil Alioto, Approved by Consensus

Mr. Strauss stated that he was no longer in a position to handle the monthly financials for the Chapter and he asked that the Chapter consider using the Quick Books Program for our in-house Accounting. Staff will look into purchasing Quick Books and also determining how this will conflict/work with our new system for online registrations that was just created by the programmer.

### **X. Old Business**

None

### **XI. New Business**

Mr. Alioto made a motion that the TLG Contract be ratified.

Second: Ms. McLeod, Approved by Consensus.

New Board Meeting Dates:

Ms. McLeod suggested that the September Board Meeting be changed to the 18<sup>th</sup> following the Breakfast Seminar and that the October Board Meeting is going to be moved to October 10<sup>th</sup>. Staff is going to check with ACM and Snyder’s about these dates.

Staff will send a new calendar to the Board when all Board Meeting Dates are finalized.

Ms. Permisohn mentioned looking into having a “Kick off the Year Event” for 2014 similar to the Washington Metro’s “Jump-Start to the Year” program. Ms. Wallbrunn and Ms. Permisohn will try and put together a committee for a “Jan 2014 Jump Start Concept” for the Chapter.

### **XII. Adjournment**

Mr. Alioto made a motion to adjourn at 5:26pm  
Second Mr. Saylor, Approved by Consensus

NEXT BOARD MEETING: February 13, 2013 following the Breakfast Seminar at Snyder's Willow Grove Restaurant.

Submitted by Angela Guaragna

Approved by Hazel Wilkinson, Secretary