

**CAI CHESAPEAKE REGION CHAPTER**  
**Board of Directors Meeting Minutes**  
Wednesday, July 10, 2013 4:00 p.m.  
Offices of American Community Management  
7484 Candlewood Road, Suite H  
Hanover, MD 21076

**Attendees:** B.K. Wallbrunn                      Neil Alioto  
                  Judyann Lee                         John Taylor  
                  Gary Saylor                             Kara Permisohn  
                  Sari McLeod  
  
                  Camille Cimino, Executive Director

**Excused Absent:** Jonathan Strauss

**Call to Order**

Ms. Wallbrunn called the meeting to order at 4:09 p.m.

**Roll Call**

Quorum requirements were met.

**Approval of Agenda**

A motion was made by Mr. Alioto to “approve the meeting agenda as distributed”  
2<sup>nd</sup> Ms. McLeod    Approved

**Approval of Meeting Minutes**

Mr. Alioto made a motion to “approve the May 21, 2013 meeting minutes”.  
2<sup>nd</sup> Ms. Permisohn    Approved

**Management Report**

**Education**

Ms. Cimino gave an update on the Education Programs submitting a financial worksheet for the May 18 Homeowner Seminar titled, “Construction Defects”. Ms. Cimino stated that this seminar was not as well attended as in the past with only nine registrations. Discussion regarding a new location for this seminar took place. Mr. Alioto volunteered the use of the Eden Brook Community Center for future classes.

Ms. Cimino submitted the course evaluation results for the “Construction Defect” class which stated that three felt the class exceeded their expectations; 2 noted the class greatly exceeded expectations. Five noted they would attend the seminar in the future.

Ms. Cimino gave an update on the May 21, 2013 breakfast seminar titled “Community Annoyances-Strategies to Achieve Resolution” noting this was a very well attended event with 135 registrations and a good net profit for the Chapter. Ms. Cimino noted that 31 attendees filled out the evaluations.

### **Membership**

Ms. Cimino submitted reports for the May and June Chapter statistics regarding: List of expired members, new members, soon to expire report and the matrix for Chapter member totals. It was noted that the membership for the Chapter has increased by four persons since May and has its largest number of Chapter members.

### **Golf**

Ms. Cimino submitted a financial statement for the Golf Outing held on June 19, 2013. This event was sold out and very well attended. This event is one of the larger money makers for the Chapter and the net profit did exceed the 2012 financial income numbers.

### **Nominating Committee**

Ms. Permisohn gave an overview of the nominating committee requirements. During discussion the Board of Directors, through consensus, decided to run the open position by Hazel Wilkinson to be put on the ballot and this position would be a three year term expiring in 2016. This action would give balance to the expiring terms of the Directors. Mr. Alioto volunteered to participate on the Nominating committee.

The Board also approved, by consensus, the following schedule: Solicitation to be sent on July 21, 2013; September 16, 2013 deadline for completed nomination forms to be returned to the Chapter office; October 21, 2013 the final ballot will be mailed to the membership; election results to be announced at the Annual Meeting held prior to the Holiday Social on November 22, 2013.

### **Newsletter**

Ms. Cimino stated that the Beacon will be going to print and sent out in about two weeks.

### **Finance**

Ms. Cimino gave an update regarding the financials submitting a report on the May 30, 2013 account balances. Ms. Cimino noted that the June statements had not been received as of the time of the meeting and will be reflected in the board package at the next meeting.

Ms. Cimino stated that Quick Books has been installed at the Chapter office and all past accounting was loaded as well. Currently need to have a program written that will load all items into Quick Books.

### **Expo**

Ms. Cimino noted that the Expo Committee has chosen an ambitious program, however the Committee is doing a good job implementing. There were some issues obtaining the Family Feud program to use, however, staff has prepared a power point that will do the job. The Committee has chose teams for this endeavor and will also, as part of the Educational presentation, do a type of “infomercial” of several different topics.

## **New Business**

### **September Breakfast Seminar**

Ms. McLeod noted that she will be working on the presentation for the September Breakfast seminar. Ms. Wallbrunn and Ms. Eaton volunteered to help with the presentation preparations. Ms. McLeod stated she would e-mail Ms. Wallbrunn with dates for meetings.

### **Mentor Flyer**

The Board reviewed the Mentor Program Flyer. Several changes are to be made by staff prior to mailing which included: add designations to managers; spelling of Ms. Wallbrunn's last name; use abbreviation's for management (mgmt.), update Ms. Permisohn to read Minkoff Co., Inc. ; update Mr. Saylor to read Landscape, Asphalt & Concrete Maint.; move excerpt "Club CAI....." From bottom right to middle between dotted lines; move CCRC logo to center of page.

The Board, by consensus, approved including the Mentor Program Flyer in the Chapters "Welcome" packets.

### **Social Events Committee Ideas**

The Events Committee submitted two ideas to the Board for review. (1) Pirate Cruise and (2) Happy Hour at The Point Restaurant in Arnold, Maryland.

The Board discussed these items and determined that due to the short time to advertise for the Pirate Cruise and the limited number of people that could participate; the Board would like to have options for a boat that would allow for more participants and a longer period to advertise.

The Board discussed the happy hour event and by consensus determined this event should be held toward the end of August. The Board asked Ms. Cimino to call and check on dates for this event and provide the Board with an update.

### **Adjournment**

There being no further business to discuss the meeting adjourned at 6:17 p.m. by unanimous consent.

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Respectfully submitted by:  
B.K. Wallbrunn, President  
CAI Chesapeake Chapter Board of Directors