

**CAI CHESAPEAKE REGION CHAPTER**

**Board of Directors Meeting**

**Thursday, March 7, 2013**

The meeting was held via teleconference due to the inclement weather that was predicted.

**I. Call to Order**

The meeting was called to order by President, B.K. Wallbrunn at 4:05 p.m.

**II. Roll Call**

Those in attendance: B.K. Wallbrunn, Sari McLeod, Neil Alioto, Kara Permisohn, Hazel Wilkinson, Judyann Lee and Camille Cimino. Those absent: Jonathan Strauss, John Taylor and Gary Saylor.

**III. Approval of Meeting Agenda**

Ms. Wallbrunn stated that if anything needed to be added to the agenda it could be brought up under "New Business". There was no vote to approve the agenda as submitted.

**IV. Approval of Minutes**

Minutes of the February 13, 2013 meeting were submitted for approval. Ms. McLeod made a motion to accept the minutes as written. Ms. Permisohn seconded. All were in favor and the motion carried.

**V. Committee Reports**

- a. Education – no report.
- b. Membership – report attached.
- c. Nominating – no report.
- d. Website (internet) – no report
- e. DelMarva – no report.
- f. Newsletter – report attached.
- g. Golf – report attached.
- h. Expo – no report.

**VI. Officers Report**

- a. President's – no report.
- b. Treasurer's – no report.

**VII. Executive Manager Report**

**Education**

- a. Evaluations for the February 13, 2013 Breakfast Seminar are attached.
- b. Evaluations for the Board Governance Seminar are attached. This program was held in Easton and had 61 attendees. Exceeded expectations.
- c. Construction Defects Seminar-held in Bethany. Evaluations are attached.
- d. February Breakfast Seminar – Technology and the Social Media. Financial worksheet is attached. We had close to 100 registrants and netted \$3,935.20.
- e. There were around 100 registrations so far for March 13, 2013 Breakfast Seminar – "Repair/Replacement Projects – A Guide to Avoiding Pitfalls".
- f. There will be a March 23, 2013 Essentials Course to be held at Arundel Mills.
- g. There will be a April 6, 2013 Homeowner Seminar BelAir "Board Governance Issues".

- h. April 23,2013 Breakfast Seminar “The Good, the Bad and the Ugly of the Enforcement Process. The Outline’s attached. Instructors will be Cynthia Hitt Kent, Ellen Throop, and Louise Hood.**

**Membership**

- a. February 2013 statistics attached. This includes list of expired memberships, new members and soon to expire memberships.**
- b. February 2013 Matrix is not yet available from National.**
- c. New Recruiter Campaign – Every CAI member needs to talk up CAI.**

**Golf**

- a. June 19, 2013 at Fairway Hills. Flyer is at the printer and should be mailed next week. Many sponsors from last year want to sponsor again. Business Partner can and should invite clients for the dinner.**

**Internet/Website**

- a. Chair position still open. Orlando is not able to chair this committee.**

**Newsletter**

- a. The Spring issue of the Beacon will a have new feature called, “Ask the Beacon”. Members can send their questions into the Chapter and the Committee will choose a question and publish the answer.**

**Social**

- a. Chair still open**
- b. Valerie Robinette will be chairing the Holiday Committee.**

**Finances**

- a. January and February 2013 financial statements were not yet available.**
- b. Account Balance Summary as of January 2013 is attached. Does not reflect \$1,000.00 used to open U.S. Postal Service Credit Union acct.**

**VIII. New Business**

- a. None**

**IX. Old Business**

- a. Jonathan will have someone from his office set up Quick Books. There will be a \$1,500.00 expense for interfacing this software with CAI online payments.**

**Ms. Wallbrunn made a motion to adjourn. Mr. Alioto seconded. All in favor and the motion carried. Meeting adjourned at 4:35 p.m.**

**Our next meeting is April 4, 2013 at the offices of American Community Management.**

**Respectfully submitted,**

**Hazel Wilkinson, Chapter Secretary**