

## **CAI CHESAPEAKE REGION CHAPTER**

### **Board of Director Meeting Minutes**

**Tuesday, May 21, 2013**

*Snyder's Willow Grove*

*841 N. Hammonds Ferry Rd.*

*Linthicum, MD 21090*

#### **CALL TO ORDER**

Ms. Wallbrunn called the meeting to order at 12:15p.m.

#### **ROLL CALL**

Board Directors in attendance: Judyann Lee; Gary Saylor; Kara Permisohn;  
Jonathan Strauss; Neil Alioto; John Taylor; B.K. Wallbrunn

Executive Director: Camille Cimino.

**Absent:** Sari McLeod. *Note: Ms. Hazel Wilkinson, Board Director and Board Secretary passed away on Friday, May 17, 2013. Ms. Wilkinson's term ran through 2015.*

#### **APPROVAL OF MEETING AGENDA**

A motion was made by Mr. Alioto to "approve the meeting agenda as distributed".

2<sup>nd</sup> Mr. Strauss Approved

#### **APPROVAL OF MINUTES**

A motion was made by Mr. Alioto to "approve the April 4, 2013 meeting minutes as distributed".

2<sup>nd</sup> Ms. Permisohn Approved

#### **COMMITTEE REPORTS**

Reports were submitted for review by the Board from the Membership, Golf and Expo Committee Chairs.

#### **MANAGEMENT REPORT**

Ms. Cimino gave an update on the education programs that have been held and presented financial reports for the April 6, 2013 homeowner seminar held in Bel Air called "Board Governance Issues" which had 32 registrants and the April 20, 2013 homeowner seminar "Community Covenant and Rules Enforcement" which had 30 registrants.

Ms. Cimino noted that the breakfast seminar evaluations for the April 23 breakfast seminar titled "The Good, the Bad and the Ugly of the Enforcement Process" had excellent feedback; there were 159 registrations and the seminar financial worksheets were distributed in the Board package.

Ms. Cimino reported that registrations for the May 18, 2013 homeowner seminar titled "Construction Defect" was small with only 9 people attending.

Ms. Cimino reported that the registrations for the May 21, 2013 breakfast seminar "Community Annoyances—Strategies to Achieve Resolution" had 126 registrations.

Ms. Cimino went on to state that Spring 2013 has had the largest amount of attendees at the breakfast seminars.

Ms. Cimino provided an update regarding the membership committee and she stated that committee members are following up with new members and non-members that attend seminars.

Ms. Lee provided an update regarding the CAI National Conference. Ms. Lee noted that this was a good networking opportunity; training was good and the motivational speaker was excellent. Ms. Lee noted that this type of speaker should be considered to help jump start the Chapter's year in January 2014.

Ms. Cimino stated that the overall membership for the Chapter is at about 724 with National membership at about 33,000.

Ms. Cimino gave a report on the "Max's Happy Hour" event sponsored by Cowie & Mott. Nick Cowie organized and implemented the event with the assistance of the Events Committee. The primary attendees were vendors. There were 42 attendees at this event.

Ms. Cimino went on to state that the June 2013 golf event is sold out for players. A waiting list has been created for those that are interested in golfing. There are three sponsorships available. Those that do not want to golf will be able to attend the dinner portion of the event with crabs and ribs being served.

Ms. Cimino noted that it was time for the Nominating Committee to organize and begin the process for elections. Ms. Permisohn will serve as the Committee Chair as Past President, Ms. Lee will serve on the Committee as President-Elect; Mr. Alioto stated Rae Chapman with Eden Brook Condominium would serve as a homeowner representative. Ms. Wallbrunn noted that Ms. Robinette wanted to continue to serve on the nominating committee. Ms. Wallbrunn recommended that out of respect for Hazel Wilkinson, the Board not appoint someone to fill her vacancy on the Board at this time. Ms. Lee will review the bylaws and confirm the makeup of the committee and how the term for Ms. Wilkinson would be filled through the election process.

Ms. Cimino stated that articles for the summer edition of the Beacon are being solicited. Ms. Lee stated that the committee is also requesting that questions be submitted for the "Ask the Beacon" column.

Ms. Cimino distributed and reviewed the account balance summary as of April 30, 2013.

Mr. Strauss stated that he will set up an appointment time with staff to visit the Chapter office and finish updating the financial statements. The staff member will install QuickBooks on the computer. He intends to send the Board the financial statements from the past few months.

Mr. Alioto requested to take Ms. Wilkinson's place on the Expo Committee. There was no objection to this request.

Ms. Lee requested that a gratuity gift and thank you note be sent to the breakfast seminar speaker, Erik Johnson. By consensus the Board approved this request and noted that moving forward this should be a "general" practice for all guest speakers at the Chapter events.

Ms. Permisohn made a motion to "adjourn the May 21, 2013 Board of Directors meeting".

2<sup>nd</sup> Mr. Alioto Approved

Meeting adjourned at 1:15 p.m.

**NEXT BOARD MEETING**  
**June 12, 2013**  
**Offices of American Community Management**  
**7484 Candlewood Road, Suite H**  
**Hanover, MD 21076**