

**CAI Chesapeake Region Chapter  
Board of Directors Meeting  
November 13, 2013  
4:00 p.m.  
Offices of American Community Management**

**I. Call to order**

Meeting called to order by B.K. Wallbrunn at 4:10 p.m.

**II. Roll Call**

Board Directors Present: B.K. Wallbrunn, Judyann Lee, Gary Saylor, Sari McLeod,  
John Taylor, Neil Alioto

Board Directors Absent: Kara Permisohn, Johnathan Strauss

Also in attendance: Executive Director, Camille Cimino

**III. Board Meeting Agenda**

Agenda approved by consensus as distributed.

**IV. Minutes**

No minutes submitted for consideration of approval.

**V. Committee Reports**

Newsletter Committee Meeting Minutes – November 7, 2013

**VI. Management Reports**

**Education**

Ms. Cimino submitted the financial worksheet for the seminar held at the Capri Condominium on November 2, 2013. There were a total of 22 registrations. The suggestion was made to consider moving this seminar to a Friday afternoon.

Ms. Cimino stated that consideration should be given to splitting the ABC class into two 4 hour sessions instead of one 8 hour class. Ms. Cimino will follow-up with the instructors that teach this class for feedback. This would have to be coordinated between the instructors and the cost of the materials would also need to be worked out.

Ms. Cimino submitted a list of the 2014 Breakfast Seminar Topics that were discussed at the Planning Retreat. The topics include the following:

February – Modern Board Meetings in a World of Transparency

March – Lawsuits – What it does to an organization

April – The Color of Money – How Green affects the bottom line

May – FHA Update & Liens

September – Smart Moves – Management Company Transition

October – Expo – To Be Determined after first of the year

**Membership**

Ms. Cimino submitted reports showing October 2013 Statistics for the following:

List of Expired Members; New Members; Soon to Expire and a Matrix showing the overall membership in the Chapters.

**Nominating Committee**

Ms. Cimino stated that the ballots were mailed and are being received at the Chapter Offices.

Ms. Permisohn noted that she would like to propose to have the bylaw provision addressing the nominating ballot requirements reviewed and revised in addition to creating sub-committees.

**Finance**

Ms. Cimino submitted the Profit & Loss Budget vs. Actual for the period of January 2013 thru September 2013, noting that the contribution to the LAC for 2013 was \$1,000; the 2014 draft budget and the summary of account balances. Additionally the Board reviewed the suggested increase to the Management contract which was set for 3%. After review of the draft budget the following motion was made:

A motion was made by Neil Alioto to "Accept the 2014 budget as submitted".

2<sup>nd</sup> Ms. McLeod Discussion Motion Approved

**Expo Committee**

Ms. Cimino gave an update on the 2013 Expo. She stated that there were over 500 people in attendance at the Expo and 211 stayed for the afternoon sessions and wrap party. There were 70 booths. This was the largest attendance for the afternoon sessions and wrap party. Ms. Cimino noted that consideration should be given to adding a few more spaces for booths as there was a waiting list.

**Holiday Social**

Ms. Cimino stated that the Holiday Social Invitation had been sent to the membership. Registration for 2012 was at 139 and the Chapter is hoping for at least this many registrations if not more as the event is being held on a Friday night

**VI. New Business**

Ms. Cimino submitted the 2013 Sponsorship Opportunity registration paperwork asking that the Board consider and revise the rates. Currently the sponsors are down by four.

Mr. Taylor made a motion to "Increase the Platinum Sponsor fee to \$2,700 and the Gold Sponsor fee to \$2,000".

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

Ms. Alioto made a motion to "Increase the Silver Sponsor fee to \$1,200".

2<sup>nd</sup> Mr. Saylor Discussion Motion Approved

Ms. Cimino submitted the Advertising Rate Sheet for 2014. After review and consideration of raising the fees the Board, by consensus, decided to table any increase and revisit issue for 2015.

**VII. Old Business**

No report

**VIII. Matters for Board Information Only**

Ms. Cimino submitted the 2013 Committee Volunteer list for review by the Board Directors. Ms. Cimino stated that the Membership Committee has not been submitting any reports and this would be a helpful tool. The Committee report should include the dates and times of the meetings as well as the items the Committee has discussed and pursued such as new members that have been contacted. The suggestion was also made to add a Bylaw Review Committee.

Ms. Wallbrunn noted that she had tried to gather interested parties for a Bylaw Review Committee in February 2013 however, no members stepped up to participate. The By-laws need to be updated.

**IX. Adjournment**

Mr. Alioto made a motion to "Adjourn the November 13, 2013 Board of Directors meeting".

Second Mr. Saylor

Motion Approved

Meeting adjourned at 5:56 p.m.

Respectfully submitted by B.K. Wallbrunn \_\_\_\_\_