

**CAI Chesapeake Region Chapter
Board of Directors Meeting
April 9, 2014
Offices of American Community Management
7484 Candlewood Road, Suite #H
Hanover, MD 21076**

I. Call to order

Meeting called to order by Judyann Lee at 4:43 p.m.

II. Roll Call

Board Directors Present: Judyann Lee, Gary Saylor, Gianna Rahmani, B.K. Wallbrunn,
Allen Mott, Neil Alioto, Bill Hasselman, John Taylor, Neil Alioto

Board Directors Absent: Sari McLeod

In attendance: Executive Director, Camille Cimino

III. Meeting Agenda

Mr. Alioto made a motion to “approve the April 9, 2014 meeting agenda as amended”.
2nd Mr. Saylor Approved.

IV. Minutes

Hearing no objections the February 12, 2014 meeting minutes were approved as distributed.
Hearing no objections the March 12, 2014 meeting minutes were approved as distributed

V. Committee Reports

Minutes from Golf Meeting submitted
Minutes from Membership Meeting submitted
Minutes from the Newsletter Meeting submitted

VI. Management Reports

Education

Ms. Cimino noted the following:

- 25 evaluations completed for March 12 Breakfast Seminar “To Sue or Not to Sue”.
Overall marks were good. 24 managers filled out and submitted the evaluation form.

Mr. Hasselman made a motion to “approve withholding the credit hour form until the end of the program and asking attendees to submit the evaluation form”.

2nd Ms. Rahmani Approved

- Ms. Cimino submitted the March 12 Breakfast Seminar financial worksheet showing the total expenses to be \$3,492.98 and the net profit at \$3,952.02. Breakdown of attendees were 70 managers; 7 homeowners; 43 service providers; 5 speakers; no shows 17.
- Ms. Cimino reported that there are 36 registered so far for the April 16 Breakfast Seminar.
- To date there are 21 registrations for the April 25 Essentials Course
- To date there are 16 registered for the May 14 Breakfast seminar. Ms. Lee and Mr. Taylor are overseeing the preparations for this presentation. This seminar will include tips on the latest FHA Regulation requirements and why condos may not meet those

requirements. Mr. Gooch is a consultant and does project approval for condos. Allison Sissek is with Eagle Bank and will speak about FHA lender approvals.

Education Committee

Ms. Cimino noted that more managers are needed for this committee and asked the Board if they could reach out to the managers for participants. Ms. Wallbrunn stated she would contact some managers to see if they would be willing to participate on this committee.

Membership

Ms. Cimino submitted reports showing 2014 statistics for the following: Up to April 2014 list of Expired Members; March 2014 Expired Members; March 2014 list of New Members; February 2014 list of Soon to Expire members and the February 2014 matrix showing the overall membership in the Chapters. The Chesapeake Chapter showed 730 members. Ms. Cimino stated that the New Members list is being called by the Membership Committee.

Golf

Ms. Cimino stated that the committee continues to sell sponsorships and foursomes. Excellent shape for the upcoming event. The new committee members are managers and they have really stepped up and helped. To date three large sponsorships are unsold. Count is at thirty foursomes with about 120 players. There is a committee meeting this Friday.

Delmarva

Ms. Cimino provided the evaluations for the March 28, 2014 breakfast seminar showing “Board Governance – How to Stay out of the Attorney Generals Office” held at Ocean City. There were 119 attendees which consisted of: 40 managers; 54 homeowners; 21 service providers; 2 speakers and 20 no shows. The total expenses for this event were \$2,278.98 with a net profit of \$791.02. 52 evaluations were completed and turned in.

The April 5, 2014 seminar in Easton, MD “Community Covenant & Rule Enforcement” had 16 in attendance which was less than expected.

Newsletter

No Report

Finance

Ms. Cimino submitted the Account Balance Statement as of February 28, 2014 and the Profit & Loss Year to Date Report. Ms. Cimino stated that Ms. Driscoll was able to use the Quick Books Program to update the line items. Management is now able to use this program.

Bylaw Review Committee

Committee to begin review process. Ms. Lee has contacted Mr. Silverman on three separate occasions with no success. Ms. Lee will reach out to Mr. Silverman again to get a meeting scheduled.

Nominating

No Report.

Expo Committee

Ms. Cimino stated the first meeting will be held Tuesday, April 29, 2014. Ms. Throop has several topics to discuss with the Committee. The Expo date is October 28, 2014 at Martins West; however, Ms. Cimino will confirm that date.

Holiday Social

No Report

Social Events

Ms. Cimino stated that the first meeting for this committee was held Tuesday April 7, 2014, there were six in attendance. There were two possible date suggestions for a Happy Hour and May 8, 2014 was chosen as the tentative date. Budget suggestion was \$1500 for food and beverage and \$250 meeting room charge with the facility able to handle up to 70 people. The Happy Hour location at The Point was discussed with the event held under the pavilion area if available. Other suggestions discussed by the Board included: Green Turtle in Columbia; Columbia Ale House; Stained Glass Pub and Nottingham's. Ms. Cimino will make inquires. Ms. Lee noted that there should be a push by the committee and business partners to make personal contact with managers to encourage them to attend. Discussion by the committee included providing two drink tickets given to each attendee; vendor's admission to event would require a \$100 gift card; Travis Mullins will have meeting at his office.

VII. New Business

Ms. Cimino and Ms. Lee noted that many business partners are not participating during the general session in the morning and a possible seminar for the Business Partners which could run at the same time as the main event and would be specifically geared for the Business Partners on "How to get the most out of your CAI membership".

Mr. Mott made a motion to "task the Membership Committee to decide how and when to reach out to the Business Partners for either a round table or seminar in an effort to bring awareness of what is available for them to promote their services to the membership".

2nd Mr. Alioto Approved

X. Unfinished Business

The Board requested that the following language be modified regarding the Committee Charters: "No committee meeting shall take place without a Chapter Staff person" to now read "It is preferable to have the Chapter's Executive Director/Staff present at committee meetings whenever possible".

XI. Old Business

Ms. Cimino stated that the Annual Planning Retreat is set for September 10, 2014, however the location and time is to be determined. This meeting needs to have managers in attendance.

Ms. Wallbrunn made a motion to "Approve that the Education Committee can explore various enticements to get managers to come to the "Annual Planning Retreat".

2nd Mr. Hasselman Approved

Adjournment

Mr. Alioto made a motion to "Adjourn the April 9, 2014 Board of Directors meeting".

Second Ms. Rahmani Approved

Meeting adjourned at 6:00 p.m.

Respectfully submitted by:

B.K. Wallbrunn, Board Secretary

Date