

**CAI Chesapeake Region Chapter  
Board of Directors Meeting  
February 12, 2014  
Snyder's Willow Grove  
841 North Hammonds Ferry Road  
Linthicum, MD 21090**

**I. Call to order**

Meeting called to order by Judyann Lee at 12:10 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, Sari McLeod (left at 12:35)

Board Directors Absent: None

Also in attendance: Executive Director, Camille Cimino

**III. Meeting Agenda**

Mr. Alioto made a motion to “approve the February 12, 2014 meeting agenda as distributed”.  
2<sup>nd</sup> Mr. Mott Approved.

**IV. Minutes**

Mr. Alioto made a motion to “approve the January 8, 2014 meeting minutes as submitted”.  
2<sup>nd</sup> Mr. Mott Approved.

**V. Committee Reports**

Minutes from Golf Meeting submitted  
Minutes from Membership Meeting submitted

**VI. Management Reports**

**Education**

Ms. Cimino noted the following:

- Number of registrants for the February 12, 2014 breakfast seminar “Alternative Board Meeting in the Digital Age-Improving Participation, Convenience & Efficiency for your Communities” was about 155.
- The number of registrants for the February 22, 2014 homeowner seminar “Understanding How to Read your Documents and Amend Them” being held at the English Country Manor in Bel Air, MD is at 6 – there may possibly be more registrations next week. This is being given by Nagle-Zaller.
- Number of registrants for February 25, 2014 GBBR Resale Disclosure Seminar is currently at 9. Cynthia Hitt Kent and Bruce Campbell will be presenting this program.
- The March Breakfast Seminar topic outline was submitted in draft and will be updated prior to the March breakfast. The draft will be “tweaked” to include more about how the overall process of lawsuits affects Associations.

**Membership**

Ms. Cimino submitted reports showing 2014 statistics for the following:  
January 2014 list of Expired Members; January 2014 list of New Members; January 2014 list of Soon to Expire members and the January 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.

Ms. Lee made a motion to “Include the LAC meeting minutes in the Board packages”.  
2<sup>nd</sup> Ms. Wallbrunn Approved

Ms. Lee or Ms. Wallbrunn will contact Mr. Jeremy Tucker to obtain information on having Mr. Mott participate on as the Chesapeake Chapter’s Board Liaison on the LAC.

**Expo Committee**

Ms. Cimino reviewed the 2013 Expo’s profit & loss report and evaluation results. Ms. Cimino stated that the sponsorship dollars were down for this event, however attendance and booth sales, which sold out, were very good. The office received many positive comments regarding the afternoon break-out sessions and the wrap party.

**Holiday Social**

Ms. Cimino gave a summary report on the Holiday Social. Registrations were the same as 2012, however sponsorships were down.

**Social Events**

Ms. Cimino gave a summary of past events and requested that the Board give direction regarding the expectation for this committee. By consensus, each Board member will submit a suggestions via e-mail to Ms. Lee for consideration at the next Board meeting.

**Finance**

Ms. Cimino submitted the final 2014 Budget; and the P&L through November 2013; Account Balance Statement as of November 30, 2013.

**VII. New Business**

A motion was made by Ms. Lee to “change the Board meeting time to 4:30 p.m. and approved the dates as submitted”.

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

Ms. Cimino submitted the CAI National information regarding awards.

Mr. Hasselman made a motion to “approve the submission of the CAI awards paperwork to National for the category of “Member Services – Tradeshow” for the work and implementation of the Expo”.

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

Mr. Mott made a motion to “approve the submission of the CAI awards paperwork to National for the category of “Leadership-Successful homeowner education programs”.

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

Ms. Wallbrunn made a motion to “form an Ad Hoc By-Law review committee”.

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

Mr. Mott made a motion to “form an Educational Committee”.

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

Ms. Cimino handed out a “Conflict of Interest Form” to each Board Director to review and sign. This is a new form that is being recommended by National. Directors reviewed, signed and turned in to Ms. Cimino. Ms. Cimino will contact Ms. McLeod and Mr. Hasselman to obtain their forms.

**X. Matters for Board Information Only**

Ms. Cimino supplied the Board with an updated Board contact list; committee list and description of committees. Ms. Lee will be contacting the Board Chairs and updating the committee list prior to the next Board meeting.

**XI. Adjournment**

Mr. Mott made a motion to “Adjourn the January 8, 2014 Board of Directors meeting”.

Second Mr. Saylor

Motion Approved

Meeting adjourned at 6:55 p.m.

Respectfully submitted by:

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*B.K. Wallbrunn, Board Secretary*

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*Date*