

**CAI Chesapeake Region Chapter
Board of Directors Meeting
January 8, 2014
4:00 p.m.
Offices of American Community Management**

I. Call to order

Meeting called to order by Judyann Lee at 4:10 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 (arrived 5:10)
Neil Alioto

Board Directors Absent: Sari McLeod

Also in attendance: Executive Director, Camille Cimino

III. Introductions Board Members

Ms. Lee asked each Board member to introduce themselves. Each member present stated their name and company.

New Board Member Orientation-

Ms. Cimino handed out packets of information on the chapter's educational seminars and the sponsorship and advertising programs to the new Board Directors and gave a brief summary of the materials included.

IV. Board Meeting Agenda

By consensus, the Agenda was amended as follows: Move Section VIII-Election of Officers to Section VI; Include all meeting minutes under Committee Reports Section VI-moving Section VII Delmarva meeting minutes, newsletter-Golf, Nominating & Website did not have meeting minutes submitted for review; Add to section VIII-New Business Education Event at Beach; Conflict of interest form for Board of Directors; Formation of new committees; Final Budget for Expo.

V. Minutes

Mr. Alioto made a motion to "approve the November 13, 2013 meeting minutes as submitted".
2nd Ms. Wallbrunn Approved.

VI. Election of Officers

Ms. Lee made a motion to "elect Mr. Gary Saylor as President Elect".

2nd Ms. Wallbrunn Approved

Ms. Lee made a motion to "elect Ms. Gianna Rahmani as Vice President".

2nd Ms. Wallbrunn Approved

Ms. Lee made a motion to "elect Ms. B.K. Wallbrunn as Secretary".

2nd Ms. Rahmani Approved

Ms. Lee made a motion to "elect Mr. Allen Mott as Treasurer".

2nd Mr. Alioto Approved

VII. Committee Reports

No action needed by Board regarding minutes submitted by Newsletter and Membership Committee. Ms. Cimino gave a summary on the Delmarva meeting minutes and the committee meeting. Ms. Cimino stated that the chapter will hold its first Delmarva breakfast meeting on Friday, March 28 at the Princess Royal in Ocean City. Ms. Cimino stated that this program will

give us the opportunity to meet many prospective members, as well as, bring education to our eastern shore members. Ms. Wallbrunn volunteered to attend with Ms. Cimino.

VIII. Management Reports

Education

Ms. Cimino submitted the 2014 Breakfast Seminar brochure and the 2014 Homeowner Seminar brochures. These programs will address those topics that were discussed at the Planning Retreat. Ms. Cimino went on to give a summary of the February 12 breakfast seminar outline that was submitted by the planning committee for this topic.

Membership

Ms. Cimino submitted reports showing 2013 statistics for the following: November 2013 List of Expired Members; November & December 2013 New Members; December 31, 2013 Soon to Expire members and the November 2013 matrix showing the overall membership in the Chapters. Ms. Cimino also included the results of a survey that was sent to 219 homeowner members asking who their management company/manager is or if they are self-managed. This information will help in the chapter's effort to recapture expired CAVL's.

Ms. Lee made a motion to "Include the LAC meeting minutes in the Board packages".
2nd 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.

IX. 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".

2nd 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".

2nd 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”.

2nd Mr. Hassleman Approved

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

2nd Mr. Saylor Approved

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

2nd 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:

B.K. Wallbrunn, Board Secretary

Date