

**CAI Chesapeake Region Chapter
Board of Directors Meeting
May 8, 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 1:44 p.m.

II. Roll Call

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

Board Directors Absent: Neil Alioto John Taylor, Sari McLeod (late)

Also in attendance: Executive Director, Camille Cimino

III. Meeting Agenda

The May 8, 2014 meeting agenda was approved as distributed by consensus.

- Ms. McLeod joined Board Meeting at 1:55 p.m.

IV. Minutes

April 9, 2014 meeting minutes have not been submitted for review.

V. Committee Reports

- Golf Committee Meeting Minutes included in board package information
- Membership Meeting Minutes included in board package information –Ms. Cimino noted that the membership committee decided that the committee did not want to take on the task of making phone calls to all vendors about CAI. However, the Committee suggested that a work session for the business partners at the Expo about the benefits of CAI during the general session would be a good source of information for them.
- Newsletter Committee Meeting Minutes included in board package information
- Social Committee Meeting Minutes included in board package information. Today is the Happy Hour at Green Turtle in Columbia. 35 people have signed up to attend.
- Delmarva Committee Meeting Minutes included in board package information.
- Expo Meeting Minutes included in board package information.

A motion was made by Mr. Saylor to “do away with mandatory evaluation forms being turned in at the end of the breakfast sessions in order to receive the attendance verification forms.

2nd Ms. Wallbrunn Approved

VI. Management Reports

Education

Ms. Cimino provided evaluations for the April 5, 2014 Homeowner Breakfast Seminar “Community Covenant & Rules Enforcement. There were 15 registrations and out of eleven evaluations submitted overall review was good. The attendance was down considerably for this seminar, however, the financial worksheet for this seminar showed a very small profit for this seminar. .

The April 16, 2014 breakfast seminar “Green is the Color of Money! Rain Tax, Electric Vehicles and Mandatory Recycling Can Affect Your Bottom Line” was well attended with 118 registrations. Evaluations were submitted by 35 people and the marks were very good. This financial worksheet indicated a large profit for this seminar.

The May 14, 2014 Breakfast Seminar is being planned by Judyann Lee and John Taylor. Ms. Lee noted that Gary Gouch with FHA will be a speaker and a representative with Eagle Bank, presenting the lender side to FHA guidelines will also be presenting. Speakers will address updates to FHA. This will primarily be for condominiums. There are 60 registrations to date.

Ms. Cimino noted that due to the heavy rains the Breakfast Seminar meeting place, Snyder’s Willow Grove, has closed permanently. A new location was secured and e-mails have been sent to the membership about the change. (Michael’s Eighth Avenue)

Education Committee

First meeting will take place in June; however this has not been scheduled yet.

Membership

Ms. Cimino submitted reports listing the following information:

April 30, 2014 List Expired Members; April 2014 list New Members; April 30, 2014 list of Soon to Expire members and the April 2014 Chapter by Organization/Individual Type Matrix showing the overall membership in the CAI Chapters. The Chesapeake Chapter matrix for April 2014 lists 744 members for the reporting period.

Also included was the April 2014 Member Type by Organization/Individual type Matrix Statistics and the April 2014 State by Organization/Individual Type Matrix showing 1,572 memberships for Maryland and 78 for Delaware.

Golf Committee

Ms. Cimino stated that the June 18, 2014 Golf event at Fairway Hills in Columbia, MD has sold out. The large sponsorships are also sold out but are still accepting Lunch & Dinner & Tee to Green sponsorships.

DelMarva Committee

No report at this time.

Newsletter Committee

Ms. Cimino stated that the Beacon Spring 2014 issue is at the printer.

Finance

Ms. Cimino attached the 3/31/2014 CAI bank account balance sheet and the Profit & Loss report for March 2014.

Ms. Cimino noted that two additional sponsorships had been sold; however, they were prorated given the time of year. Linowes and Blocher purchased a Silver sponsorship and Whiteford, Taylor & Preston purchased a Gold Sponsorship.

By-Law Committee

The By-Law Committee will be meeting on Tuesday, May 13, 2014.

Nominating Committee

The Board determined that they will review the November 17, 2010 “Nominating Committee Procedures” provided by Ms. Cimino prior to the June board meeting.

A motion was made by Ms. Rahmani to “appoint Mr. Saylor as the Nominating Committee Chair”.

2nd Mr. Mott Approved Ms. Wallbrunn abstained

A motion was made by Ms. Wallbrunn to “appoint Ms. Robinette to the Nominating Committee”.

2nd Mr. Mott Approved

A motion was made by Mr. Saylor to “appoint Mr. Alioto, Mr. Karam and Ms. McLeod to the Nominating Committee”.
2nd Ms. Wallbrunn Approved

The committee recognized that since Ms. Wallbrunn will be on the ballot this year, she will therefore not be eligible to serve as the Nominating Committee Chair even though she is the immediate Past President.

Expo

First meeting took place on April 29, 2014 and the Committee meeting was well attended. The committee discussed possible topics and the decision for the theme was “Dealing with Difficult People”. The title is to be determined. The Committee will be submitting suggestions for different titles; however the overall theme will be to provide professional speakers to address how each of us can deal with difficult people in many different situations.

Holiday Social

No report

Social Event

Ms. Cimino provided a recap of the Social Event Committee meeting. A Happy Hour was planned with about 20 business partners and 15 manager signed up to attend.

VII. New Business

Ms. Cimino provided a copy of the CAI National website “Job Market” as an FYI for the Board Directors.

Ms. Cimino gave a summary on the change of the meeting place for the Breakfast Seminars due to flooding of Snyder’s Willow Grover Restaurant which will not be reopening.

Ms. Cimino asked the Board for direction on how to handle requests for proof of seminar attendance in order for a Manager to receive credit hour certifications.

Mr. Mott made a motion to “approve an administrative retrieval fee in the amount of \$25.00 per year requested after the first 12 months paid by the person requesting the information directly to the management company”.
2nd Ms. McLeod Approved

VIII. Old Business

None

XI. Adjournment

Mr. Mott made a motion to “Adjourn the April 8, 2014 Board of Directors meeting”.
2nd Ms. Wallbrunn Approved

Meeting adjourned at 3:28 p.m.

Respectfully submitted by:

B.K. Wallbrunn, Board Secretary

Date