

**CAI Chesapeake Region Chapter
Board of Directors Meeting
October 15, 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 4:41 p.m.

II. Roll Call

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

Also in attendance: Executive Director, Camille Cimino

III. Meeting Agenda

Mr. Alioto made a motion to “approved the meeting agenda as presented”.
2nd Ms. McLeod Approved

IV. Minutes

Mr. Saylor made a motion to “approved the September 17, 2014 meeting minutes as presented”.
2nd Mr. Alioto Approved

V. Committee Reports

Meeting Minutes submitted for review by the Board of Directors from:

- Membership Meeting
- Holiday Social Committee Meeting

Mr. Taylor joined the board meeting at 5:00 p.m.

VI. Management Report

Education

Ms. Cimino provided the evaluation report and financial report from the September 17, 2014 breakfast seminar “Smart Moves-Transitioning from one Management Company to Another”. Based on the submitted reports there was a much larger attendance at the seminar with 56 managers, 16 homeowners, 53 service providers, 3 speakers for a total of 128 attendees.

Ms. Cimino provided the evaluation and financial report from the September 20, 2014 homeowner seminar “How do Association Handle the Challenges that come with leasing...Do you want to be a Landlord?” Ms. Cimino noted that this was a new program taught by Ms. Rapaport and while attendance was minimal the program was well received with exceptional review comments from the survey.

Ms. Cimino provided the Chapter PMDP course commission report for review. This was for the M-202 class held on August 7-8, 2014 in Pikesville, MD. Registrations were 28. The Chapter receives a 20% commission on the total cash registration revenue paid for a class size of 20+ students. The commission amount paid to the Chapter is \$2,447.00 for this class.

Membership

Ms. Cimino submitted reports showing 2014 statistics for the following: September 2014 List of Expired Members; September 2014 New Member Report; October 2014 Soon to Expire members; September 2014 matrix showing Chapter membership statistics and Chapter matrix showing membership statistics by State. The Chesapeake Chapter for the month of September 2014 shows 774 which is up from the 753 members shown on the August 2014 report.

Delmarva

Ms. Cimino stated that she has a meeting scheduled with the Delmarva Committee Members on November 7, 2014 after the Essentials class to discuss what topic they would like to present at the March 2015 seminar and also the possibility of presenting an additional small seminar.

Newsletter

Ms. Cimino stated that the Newsletter Committee is working on the Fall issue of the Beacon. One issue will include an interview with Mr. Alioto and also an article by Rod Clark on why people should be a member of CAI.

Finance

Ms. Cimino submitted the CAI Bank Account Balance Statement as of August 31, 2014 and the year to date Profit & Loss report through August 2014. Ms. Cimino, Ms. Swartwood, Mr. Alioto and Mr. Mott will meet October 30 to review a draft budget for the Chapter's FY15 budget year.

Bylaw Review Committee

Mr. Alioto made a motion to "accept and approve the changes made to the bylaws as presented in the September 2014 board package".

2nd Mr. Hasselman Approved

Nominating

Ballots were reviewed by the Board and are to be mailed to the membership on October 17, 2014.

Expo Committee

Ms. Cimino stated the eight additional exhibitor table tops have been sold which will be located in the hallway. Sponsorship sales have been selling although there are still some available. To date the registrations are homeowners 105, managers 175, sponsors 18 for a total of 298. Ms. Cimino also noted that the programming and confirmation of speakers has taken place.

Holiday Social

Ms. Cimino gave an update on the sponsorships for the holiday social. The committee stepped up and made phone calls which garnered additional sponsors for a current total of \$6,775.00. The sponsorships in 2014 were \$6,125.00. Ms. Cimino provided a copy of the Holiday Social Invitation.

Mr. Saylor made a motion to "allow Brickman to donate plants for the Holiday Social".

2nd Mr. Alioto Approved

Planning Retreat

Ms. Cimino provided a financial recap of the planning retreat held on September 10, 2014 at the Sheraton Columbia Hotel in Columbia, MD. The attendance was as follows: managers 11, business partners 25, homeowners 15 and no shows 7. The total expense for this retreat was \$2,805.45 which was paid by the Chapter. Ms. Cimino inquired if the Board would like this line item added to the budget. The Board by consensus agreed to add this line item to the budget.

VII.

New Business

Ms. Cimino presented the 2014 Sponsorship and Advertising brochures to the Board for review to ascertain any pricing adjustments.

Mr. Mott made a motion to "keep the Silver Sponsorship but remove the option of banner recognition at all breakfast seminars and social events and remove receiving one ticket to the holiday social".

2nd Mr. Saylor Approved

Mr. Saylor made a motion to “increase the individual breakfast sponsorship by \$50.00 for a total of \$250”.

2nd Mr. Alioto Approved

Ms. Rahmani made a motion to “approve changing the current 20% savings on sign ups for all five breakfast seminars to 15% savings. Total cost 5 x \$250=\$1,250 – 15% = \$1,063.00”.

2nd Mr. Saylor Approved

Mr. Saylor made a motion to “Approved the implementation of a statement on the 2014 Sponsorship Opportunities handout that states signing up to sponsor all five breakfast seminar registrations will be accepted first and then opened at a later date to those that would like to sponsor individual breakfasts”.

2nd Mr. Alioto Approved

The Board by consensus made no changes to the application for advertising for FY15.

Breakfast Seminar

Ms. Rahmani made a motion to “send handouts from breakfast seminar to attendees only electronically”.

2nd Mr. Hasselman Approved

Ms. Lee turned the Chair position for the meeting to Mr. Saylor as she needed to leave at 6:06 p.m.

Ms. Cimino queried the Board about outside speakers for the breakfast seminars and using the same speakers within the same year. Ms. Cimino turned over comments to Mr. Hasselman noting he had some concerns. Mr. Hasselman stated that he thought that the priority was to present a good program even if the same speaker is utilized during the same year. Ms. McLeod suggested looking to the evaluations before entertaining the same speaker during the same year.

Mr. Alioto made the suggestion that the Essentials class should also be promoted as a “refresher course” to the Chapter. This is a course that members can always walk away with something they may have forgotten or did not pick up on the first time.

Ms. McLeod noted that this should be added to the brochure as a “refresher” class as well.

By consensus the Board instructed management to change the color and date but keep prices the same for the Beacon and Chapter Directory and also add some testimonials to the application.

XI. Old Business

None

Adjournment

Mr. Saylor made a motion to “Adjourn the October 15, 2014 Board of Directors meeting”.

Second Mr. Mott Approved

Meeting adjourned at 6:22 p.m.

Respectfully submitted by:

B.K. Swartwood, Board Secretary

Date