

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting April 15, 2015 Michael's Eighth Avenue

Minutes

I. CALL TO ORDER

Meeting called to order by Mr. Saylor at 12:25 p.m.

II. ROLL CALL

Board Directors Present: Maura Hancock, Allen Mott, Gianna Rahmani, Gary Saylor, John Taylor

Absent: Ruth Harlan, Bill Hasselman, Judyann Lee

Also in Attendance: Camille Cimino, Executive Director and (Neil Alioto by speaker phone)

III. APPROVAL OF MEETING AGENDA

Mr. Mott made a motion to accept the agenda as presented, Mr. Taylor seconded. Approved.

IV. APPROVAL OF MINUTES

Ms. Rahmani made a motion to approve the March 11, 2015(Attachment A) meeting minutes as submitted/amended, Mr. Mott seconded. Approved

V. COMMITTEE REPORTS

- Minutes from Golf Meeting (Attachment B)
Board had no issues with the Golf Committee minutes.
- Minutes from Membership Meeting (Attachment C)
Board had no issues with the Membership Committee minutes.
- Minutes from Newsletter Meeting (Attachment D)
Board had no issues with the Newsletter Committee minutes.

VI. CED MANAGEMENT REPORTS

- Education
 - Evaluations from February 28 HO Seminar (Attachment E)
 - Evaluations for March 11 Breakfast Seminar (Attachment F)

Board reviewed evaluations – seminars were well received.
 - Financial Worksheet for March 11 Breakfast Seminar (Attachment G) – 129 attendees
This seminar did very well financially. Sponsorship was key.
 - Evaluations for March 21 HO Seminar (cancelled)
 - Financial Worksheet for March 21 HO Seminar (cancelled)
 - Number of registrations for April 15 Breakfast Seminar -137

- Number of registrants for April 18 Essentials Course- 29
- Number of registrants for May 20 Breakfast Seminar “Show Me the Money! Best Practices: Remedies for an Association’s Financial Health” - 10
- Number of registrants for May 30 HO Seminar “Covenant & Rules Enforcement” - 0

- Education Committee
 - No report

- Membership
 - February statistics
 - List of Expired Members (Attachment H)
Committee is contacting expired members to prevent lapsing memberships.
 - New Members (Attachment I)
 - Matrix (Attachment J)
Ms. Rahmani and Mr. Orlando contacted management companies. They feel that managers should not be reaching out to management companies.

- Golf
 - Committee continues to sell sponsorships and foursomes
Committee has filled all of the sponsorships and is trying to fill the final foursomes.

- DelMarva
 - Evaluations for March 27th Breakfast Seminar (Attachment K) - 37
Pleased with the facility. Speakers were good. Want to do more seminars in Delaware. Next year might offer Maryland seminar in the morning and Delaware seminar in the afternoon since so many attendees come from Delaware.
 - Financial Worksheet for March 27th Breakfast Seminar (Attachment L) - 124
 - Number of registrants for May 2 HO Seminar “Resolving Construction Defect Disputes Seminar” 10
Nick Cowie will be presenting the defects seminar. The chapter is helping to promote the seminar.
 - The Chapter will be checking on non-members from the March 2014 seminar to see if any of them have become members in the past year.

- Newsletter – Accepting Articles
 - Asking Committee to come up with topics they’d like to see addressed in the newsletter so that members are given some ideas for writing articles.

- Finance
 - Account Balance Summary – as of February 28 (Attachment M)
 - Profit & Loss – Year to Date Report (Attachment N)
 - February Bank Statements (Attachment O)
Finance committee along with Chapter management will be reviewing proposals from non-profit auditors to conduct a financial audit of the Chapter. Ms. Cimino offered to provide Mr. Mott with a list of trade association auditors for pricing.

- Nominating – no report
 - Start in May. Mr. Alioto asked that the Board think about having the ballots be secret and be mailed out with return postage. Mr. Alioto also requested three board members be present at the staff office for the counting of the ballots. This was tabled to the May meeting so that all board members could have input.
- Expo – Thursday, April 23rd first meeting of the year to be held
- Holiday Social – no report
- Social Events
 - Status of Happy Hour at “Blackwall Hitch” – Thursday, May 28th
Chapter is working on a flyer and sponsorship.
 - Sponsorships Sold – 7 – Deadline April 18th (Attachment P)

VII. NEW BUSINESS

None

VIII. OLD BUSINESS

- Update on Employee Dishonesty Insurance Coverage
 - Fidelity insurance – RCM&D came up with company
 - \$400,000 coverage, premium is \$402 thru Travelers.
Mr. Mott made a motion to accept the Fidelity insurance coverage of \$400,000 for \$402 premium. Ms. Rahmani seconded. Approved.
- Mr. Mott is reviewing the D&O insurance coverage. Board approved tabling the audit discussion. ½ year-end report in July.
- Ms. Cimino, Mr. Alioto & Mr. Saylor will be attending the CAI National Conference in Las Vegas April 29 – May 2

IX. MATTERS FOR BOARD INFORMATION

- Calendar of Events (Attachment Q)
 - Board discussed changing seminars from breakfast to lunch seminars next year. The May seminar attendees will be asked to vote by a show of hands.
- Latest List of Members on Committees (Attachment R)

X. Adjournment

Mr. Saylor made a motion to “Adjourn the April 15th, 2015 Board of Directors meeting”.
Mr. Mott seconded. Approved.

Meeting adjourned at 1:55p.m.

Respectfully submitted by:

Maura C. Hancock

Maura C. Hancock, Board Secretary

Date