

**CAI Chesapeake Region Chapter
Board of Directors Meeting
January 14, 2015
4:30 p.m.
Offices of American Community Management**

I. Call to order

Meeting called to order by Gary Saylor at 4:35 p.m.

II. Roll Call

Board Directors Present: Neil Alioto, Maura Hancock, Ruth Harlan, Bill Hasselman, Judyann Lee, Allen Mott, Gianna Rahmani, Gary Saylor, John Taylor.

Also in attendance: Executive Director, Camille Cimino

III. Introductions Board Members

Mr. Saylor 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. The Board Member Manual was also handed out and all sections were reviewed.

IV. Board Meeting Agenda

Mr. Alioto made a motion to accept the Agenda as amended: Add to section X-Old Business Education Event at Beach regarding vendor restriction and price point of breakfast meeting. 2nd Mr. Hasselman. Approved.

V. Minutes

Mr. Alioto made a motion to "approve the November 12, 2014 meeting minutes as submitted". 2nd Mr. Hasselman. Approved.

VI. President Report

Election of Officers:

Mr. Saylor made a motion to "elect Mr. Neil Alioto as President Elect". 2nd Ms. Lee. Approved

Mr. Saylor made a motion to "elect Ms. Gianna Rahmani as Vice President". 2nd Ms. Lee. Approved

Mr. Saylor made a motion to "elect Ms. Maura Hancock as Secretary". 2nd Ms. Lee. Approved

Mr. Saylor made a motion to "elect Mr. Allen Mott as Treasurer". 2nd Ms. Lee. Approved

Assignment of Committee Board Liaisons

Mr. Saylor appointed the following Committee Board Liaisons:

Budget: Mr. Allan Mott

Education: Mr. Bill Hasselman and Ms. Ruth Harlan

Expo: Mr. Gary Saylor and Judyann Lee

Golf: Ms. Gianna Rahmani and Ms. Maura Hancock.

Holiday: Mr. Gary Saylor and Ms. Judyann Lee

Newsletter: Ms. Judyann Lee

Nominating: Mr. Alan Mott
Membership: Ms. Gianna Rahmani

National Conference

The 2014 Board approved for Ms. Cimino to bring Mr. Saylor and Mr. Alioto to the April 29th conference in Las Vegas.

VII. Committee Reports

No action needed by Board regarding minutes submitted by Newsletter and Membership Committee.

VIII. Management Reports

Education

Ms. Cimino submitted the 2015 Breakfast Seminar brochure and the 2015 Homeowner Seminar brochures. These programs will address those topics that were discussed at the Planning Retreat and approved by the Board. Ms. Cimino went on to give a summary of the February 11 breakfast seminar outline that was submitted by the planning committee for this topic. The Board was concerned with the outline of the breakfast meeting versus the description of the presentation. Mr. Mott motioned to have Mr. Hasselman serve as Board liaison to help Natalie Collier and her volunteers with the outline and brainstorming ideas. 2nd Neil Alioto. Ms. Harlan agreed to help Mr. Hasselman with the project. Mr. Hasselman will send out an email to the board with an update on the help session.

Membership

Ms. Cimino submitted reports showing 2014 statistics for the following: November 2014 List of Expired Members; November & December 2014 New Members; December 31, 2014 Soon to Expire members and the November 2014 matrix showing the overall membership in the Chapters. Ms. Cimino advised that CAI National will be increasing dues for homeowners. The Chesapeake Chapter has increased its membership and may now be considered a “very large” chapter according to National’s criteria.

Expo Committee

Ms. Cimino reviewed the 2014 Expo’s profit & loss report and evaluation results. Ms. Cimino stated that the sponsorship dollars were down for this event compared to 2013, however attendance and booth sales were up from last year. The office received many positive comments regarding the afternoon break-out sessions and the wrap party.

Holiday Social

Ms. Cimino gave a financial summary report on the Holiday Social. Registrations were down due to other conflicting social events. The Board agreed to hold the holiday party earlier in November for 2015.

Golf Committee

First meeting for the committee will be Friday, January 30th.

Finance

Ms. Cimino reviewed the 2015 Budget and the end of 2014 year report along with the Account Balance Statement as of December 31, 2014. Mr. Bill Hasselman motioned for Neil Alioto, Alan Mott and John Taylor to meet and review the 2015 budget to see what changes should be made now that we have the Final 2014 year end numbers. 2nd Gary Saylor. Approved. The Budget Committee will resolve the deficit.

IX. New Business

Ms. Cimino gave a summary review of the 2015 Calendar and Board Meeting Dates. Ms. Maura Hancock requested that the board meetings in March, April and September be held following that month's breakfast seminar. The Board concurred. Ms. Cimino reviewed the sponsorships and noted that there are more Gold sponsorships this year than the Silver which is a good change.

The Essentials Course promotional brochures will be up on the web and will be mailed to the membership in February.

Ms. Cimino reviewed the National CAI Chapter Awards applicant and asked if the Board wished to nominate any of our 2014 programs. No discussion was made.

Ms. Cimino handed out a "Conflict of Interest Form" to each Board member to review and sign. We started this process in 2014. The Directors reviewed, signed and turned in to Ms. Cimino.

X. Old Business

Ms. Cimino gave an update on the Delmarva Breakfast Seminar. It is scheduled for Friday, March 28 at the Clarion Hotel in Ocean City. The Delmarva contingency stated that they wanted reduced registration fees for the breakfast and stated that they would only have one vendor in any segment of service invited to provide a presentation table (sponsor). The Board discussed the constraint of trade. Mr. Bill Hasselman motioned that for all future CAI Chesapeake Chapter events there will be no restrictions to the number of vendors in any particular segment of business allowed and all CAI functions will maintain the same registration fees. 2nd Mr. Alioto. Approved.

Matters for Board Information Only

Ms. Cimino supplied the Board with an updated Board contact list; committee list and description of committees. Mr. Saylor stated that he will be asking for interest in co-chairs for committees at the February Breakfast Seminar meeting.

XI. Adjournment

Mr. Alioto made a motion to "Adjourn the January 14, 2015 Board of Directors meeting".
2nd Ms. Rahmani. Motion Approved

Meeting adjourned at 6:55 p.m.

Respectfully submitted by:

Maura C. Hancock, Board Secretary

Date