

CAI Chesapeake Region Chapter  
Board of Directors Meeting  
July 17, 2015  
4:30 p.m.  
Via Conference Call

Meeting was called to order at 4:30pm.

Board Directors Present: Neil Alioto, Ruth Harlan, Bill Hasselman, Judyann Lee, Allen Mott, Gianna Rahmani, Gary Saylor, John Taylor. Also in attendance Camille Cimino, Executive Director. Absent: Maura Hancock

Ms. Cimino asked for the meeting agenda to be approved with two additions, under New Business – Bylaw revision, Old Business – Audit update from Allen, Mr. Alioto moved to approve and Mr. Mott seconded

Approval of June's Board Minutes, Mr. Alioto moved to approve and Mr. Mott seconded

Board also accepted the following Committee Reports: Membership, Expo, Education, Nominating and Newsletter.

Education: Mr. Hasselman reviewed his outline for the September Breakfast Seminar titled Managing your Liabilities – Knowing When to Call In the Professionals. The Board accepted his outline. Ms. Cimino reminded everyone that it is important that there be some audience interaction during the program.

Education Committee: The Board reviewed the list of topics that were presented for the 2016 Breakfast and Homeowner Seminars. The Board accepted all of the topics proposed, with regards to the recommended Expo topics, ADA/Fair Housing Act – the Board agreed that approaching this subject from a legal perspective is very important. Addressing some of the physical aspects of the mandated requirements would also be useful. This may be a good opportunity to get a high powered speaker within the Federal Government.

Membership: Ms. Cimino went through the list of expired members. Ms. Cimino pointed out that we have 820 members of June, 2015.

Ms. Rahmani mentioned that Orlando Dorsey with Connie Phillips Insurance met with the managers at IKO Management Company to talk to them about benefits of belonging to CAI. Ms. Harlan wished to acknowledge that we have three new members from the Eastern Shore area.

Golf: Ms. Cimino acknowledged that the Annual Golf Outing came slightly short in profits when compared to the previous year. She pointed out that the golf committee wished to acknowledge the 20<sup>th</sup> anniversary of our annual golf outing and choose to give all attendees a commemorative tervis tumbler with our 20<sup>th</sup> anniversary logo. MS. Cimino also noted that Sherman Williams bowed out at the last minute of sponsoring a hole in one. Ms. Cimino indicated Sherman Williams will only pay by

American Express which CAI does not offer. Mr. Saylor offered to possibly serve as a go between in the future where Sherman Williams would pay Atlantic Maintenance Group (who accept American Express) and then AMG could pay CAI on their behalf.

Delmarva: No report.

Newsletter: Ms. Cimino stated that the summer issue is at the printer and Mr. Saylor indicated that he joined the Newsletter Committee and encouraged everyone on the Board to consider serving on this committee as they need help.

Finance: Summary of Account Balances as of May 31<sup>st</sup> was reviewed. Profit and Loss – Year to Date report was presented, as well as, the May Bank statements. Copies of all checks for the month of May were given to the Board as well.

Nominating: Ms. Cimino referred to the nominating committee June 23 report and reviewed the four recommendations for the Board of Directors to consider adopting. The Board agreed that the nominating committee's primary responsibility is to reach out to and confirm the eligibility of potential candidates running for the chapter Board of Directors.

Ms. Cimino explained to the Board how the process of "the practice of reflecting the committees preferred candidates on the ballot" was established. She explained that in 2012 when the nominating committee was reactivated by Kara Permisohn with Minkoff, she developed a scoring process for nominating committee members to use to review nominee applications. She referred to the chapter bylaws that were printed in the 2012 member directory as a reference when developing this scoring process. Later in 2012 it was discovered that the bylaws that had been printed in the 2012 directory were actually an old version of bylaws prior to 2005. Unfortunately, once this was discovered no one thought to go to the correct bylaws and review them to be sure that the nominating committee was still acting according to the bylaws, hence the process of reflecting their preferred candidates on the ballot still continued through 2014. The only place that it was stated that the committee was to reflect their candidates preference on the ballot was on the score sheet that Ms. Permisohn had created. This score sheet will no longer be used.

Based on these findings, the Board agreed that going forward the nominating committee should discontinue the practice of reflecting the committees preferred candidates on the ballot.

The nominating committee had requested that the name of the committee be changed to the "Candidate Outreach Committee" but since the committee is referred to as the nominating committee in the bylaws the name should stay.

Ms. Cimino stated that she will update the nominating procedures document.

Ms. Cimino went on to inform the Board of the response she received from CAI National with the nominating committees request that National approve the following recommended bylaw change for the chapter. Under Article 7 Officer Section 2 Qualifications, Election and Term of Office – the following language be added to our bylaws "Not withstanding the maximum terms as specified in Article 6,

Section 3., if the President-Elect term would expire prior to his/her serving as the President, his/her term will be extended for one year, and if they are eligible and choose to run for a second term, it shall be limited to two years. Mr. Mott moved and Ms. Harlan seconded to adopt the new practice but requested that Ms. Lee and Mr. Allen provide exact language for the Board to review and approve for the bylaws.

The Board requested that the staff send out notification to the membership indicating that “due to recent changes in our bylaws, there will be three open positions, not four to serve from 2016 – 2018 Board of Directors.

Expo: Ms. Cimino pointed out to the Board that we have sold out of all booths and did so very quickly and there are only a few table top spaces left. The expo committee was meeting the next day to finalize the programming. Sponsorship sales are also ahead of 2014.

Holiday Social: Ms. Cimino recorded that the committee liked the idea of having gaming tables. In addition, there will be a photo booth, DJ and a magician. The Board liked the idea of having a sponsor running a gaming table, as well as, having a croupier to assist. Ms. Cimino noted that the committee was in agreement that the annual meeting would start promptly at 5pm and bars would not open until after the business meeting. Ms. Cimino also stressed the importance of encouraging all of our committee members and instructors to be present so that we may thank them for their service.

Social Events: No report.

Planning Retreat: Ms. Cimino asked the Board if they would like staff to solicit for sponsors for the Planning Retreat Happy Hour. The Board did agree that we should solicit for sponsorships and that it be 350.00 dollars and that all sponsor names will go on drink tickets like the spring happy hour. Attendees will receive two drink tickets per person and then the bar will turn into a cash bar. There will not be a charge for people to attend the happy hour, however it should be noted on the invitation of the Planning Retreat those who attend the planning retreat are invited to attend the happy hour immediately following the Planning Retreat.

Audit Update with Mr. Mott: Mr. Mott reported that he had spoken with Susan at Tate and Tryon. He found out that they do the audit for CAI National. Mr. Mott stated that they would be too expensive for the chapter. Mr. Alioto moved and Ms. Rahmani seconded to except Abercrombie as the company to conduct an audit for the year 2014, as well as, review the form 1090. Ms. Cimino asked Mr. Mott to request a contract/proposal from Abercrombie so that she could sign the document and schedule the audit.

Motion to adjourn at 6:00pm; Mr. Alito moved and Mr. Saylor seconded.