

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting March 11, 2015 Michael's Eighth Avenue

- **CALL TO ORDER** - Meeting called to order by Gary Saylor at 12:25 p.m.
- **ROLL CALL** - Board Directors Present: Neil Alioto, Maura Hancock, Ruth Harlan, Judyann Lee, Allen Mott, Gianna Rahmani with Ashley Farley, Gary Saylor, John Taylor.
Absent: Bill Hasselman and John Taylor.

Also in attendance: Executive Director, Camille Cimino

APPROVAL OF MEETING AGENDA - Mr. Alioto made a motion to accept the Agenda as presented . 2nd Ms. Rahmani. Approved.

- **APPROVAL OF MINUTES**
February 11, 2015 (Attachment A) - Mr. Alioto made a motion to “approve the February 11, 2015 meeting minutes as submitted”. 2nd Mr. Mott. Approved.
- **COMMITTEE REPORTS** - Board accepted the following:
 - Minutes from Golf Meeting
 - Minutes from Membership Meeting
 - Minutes from Newsletter Meeting
 - Minutes from the Budget Meeting
- **CED MANAGEMENT REPORTS**
 - Education
 - Evaluations for February 11 Breakfast Seminar
 - a. Concerns were raised regarding self-promotion during seminar.
 - b. Speaker guidelines are/were sent to seminar coordinators reminding not to promote their companies.
 - Financial Worksheet for February 11 Breakfast Seminar
 - a. Didn't quite meet the budgeted number of attendees - close.
 - b. Did well financially for sponsorships.
 - Financial Worksheet for February 28 Homeowner Seminar
 - a. Ruth and Rod did a phenomenal job with their presentation.
 - b. Twenty eight attendees were non-members. Very successful.
 - c. Ruth will send out her template as a useful tool for other presenters
 - d. This seminar should be offered again next year.
 - e. Discussion of Montgomery County's requirement that all new Board members be required to take courses in order to serve on their Association

Boards. Ms. Rahmani serves on this commission and offered to send the Senate Bill to Board for their review. The Commission has not yet determined what courses and how many. Apparently, the Commission is going to develop their own program. The Board asked Ms. Rahmani if CAI courses could be considered. The MDLAC is aware of this new requirement.

- Number of registrants for March 21 Homeowner Seminar “Making Informed Insurance Decisions When it Comes to your Community Association” – 6
- Number of registrants for April 11 Homeowner Seminar “Board Governance” – 1 - Chapter office will advertise for more attendees.
- Number of registrants for April 15 Breakfast Seminar “Understanding Insurance for Covering your Ass...ociation” 11
 - a. Peter Philbin, Connie Philips and Orlando Dorsey will be the speakers.
 - b. Ruth will not be attending that seminar.
- Review outline for April/May Breakfast Seminars
 - a. Ms. Hancock was asked to be the speaker representing the managers for the May BK Seminar.
 - b. Ms. Rahmani will contact Mohn & Allen and Malvin Riggins to see if either would like to be a speaker.
- Membership
 - March statistics
 - List of Soon to Expire Members - this listing will no longer be sent to Board.
 - New Members
 - Matrix - Chapter at 791 members. Needs to hold that for 6 months to be considered "Very Large" Chapter.
- Golf
 - 2015 Golf Brochure - to be mailed next week to all membership. Sponsorships are selling out quickly.
- DelMarva
 - Number of registrants for March 27 E.S. Breakfast Seminar “Working with Governing Documents” 59
 - a. The speakers are Cindy Hitt Kent and Chad Toms, a Delaware attorney.
- Newsletter
 - Beacon Winter issue – completed and mailed
- Finance
 - Account Balance Summary – as of January 31st
 - a. Treasurer will be getting a complete copy of all checks.

- Profit & Loss – as of January 31st
- January Bank Statements
- Budget -
 - Proposed 2015 Budget – Board to Review
 - a. Discussion of meeting of the Ad-Hoc Budget Committee and transition from CPA Treasurer to non-CPA Treasurer.
 - b. Important to have an audit for accounting oversight.
 - c. Discussed compilation audit of 2014 and then performing 2015 audit.
The benefit of compilation audit will allow an accountant to have more free reign to give Board their findings.
 - d. Ad-Hoc Budget Committee made adjustments and amendments. Mr. Alioto submitted amended 2015 budget to Board for approval and adoption. 2nd Ms. Harlan. Approved.
 - e. Mr. Alioto proposed that the Finance/Budget Committee be appointed as a permanent committee and be apprised of the President-Elect, Treasurer and one other Board member. 2nd Mr. Mott. Approved.
 - f. Mr. Mott to put together committee charter for Board review.
 - g. Discussion of the importance for fidelity insurance coverage for the Chapter as well as the Managing Agent. Ms. Cimino and Mr. Mott to investigate insurance coverage, premiums and additional insured issues for COI.
- Nominating – no report
- Expo – no report
- Holiday Social
 - a) Discuss location for Holiday Social
 - b) Discussed holding annual meeting at the beginning of a different event. Need 20 members for quorum. The Board recommended that the Annual Meeting take place at the very beginning of the Holiday Social instead of at 5:30 pm.
 - c) Will hold it on a Friday in November instead of December due to conflicting social events
- **NEW BUSINESS**
 - Discuss ideas for Spring Happy Hour
 - a. Friday Happy Hour - 1st choice is Blackwall Hitch in Eastport. 2nd choice is Gordon Biersch in Annapolis Town Center. Ms. Cimino will research best choice for April availability.
 - b. Mr. Saylor and Mr. Mott will provide \$350 sponsorship. This will be free to homeowners and managers and includes 2 free drink tickets. Offer from 5:00p.m-7:00p.m.
 - Management Designations Report
 - a. Ms. Cimino presented a report that Staff put together that breaks down the number of managers that held various CAI Designations. This can be used to target market those managers who have no designations and get them to take the M-100 class.

b. All the designation information comes from National CAI database.

• **OLD BUSINESS**

- Mr. Alioto suggested that the Chapter purchase some handmade thank you cards to send to seminar speakers who present for the 6 breakfast seminars. Ms. Hancock motioned to purchase the cards totaling approximately \$250 from line item code 5200. 2nd Mr. Mott. Approved 6-1 (Ms. Harlan).

• **MATTERS FOR BOARD INFORMATION**

- Calendar of Events
- Latest List of Members on Committees

X. Adjournment

Mr. Alioto made a motion to “Adjourn the March 11th, 2015 Board of Directors meeting”.
2nd Mr. Mott. Motion Approved

Meeting adjourned at 2:20 p.m.

Respectfully submitted by:

Maura C. Hancock

March 16,

2015

Maura C. Hancock, Board Secretary

Date

NEXT BOARD MEETING

Tentative Date

April 15, 2015

Michael's Eighth Avenue

