

CAI CHESAPEAKE REGION CHAPTER

Minutes from

Board of Director's Meeting

May 13, 2015

Offices of American Community Management

7484 Candlewood Road, Suite H

Hanover, MD 21076

- I. **CALL TO ORDER -- Meeting called to order by Gary Saylor at 4:45p.m**

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

- III. **APPROVAL OF MEETING AGENDA -** Mr. Alioto made a motion to accept the Agenda as submitted . 2nd by Mr. Mott. Approved.

- IV. **APPROVAL OF MINUTES**
 - April 15, 2015 - Mr. Alioto made a motion to “approve the April 15, 2015 meeting minutes as submitted”. 2nd by Ms. Rahmani. Approved.

- V. **COMMITTEE REPORTS –** Board accepted the following:
 - Minutes from Membership Meeting
 - Minutes from the Expo Meeting
 - Minutes from the Newsletter Meeting

- VI. **CED MANAGEMENT REPORTS**
 - Education
 - Evaluations from April 15th Breakfast Seminar “Understanding Insurance for Covering you Ass...ociation”
25% of the attendees completed evaluations of the seminar.
 - Financial Worksheet from April 15th Breakfast Seminar
This was a financially successful seminar.
 - Evaluations from April 18th Essentials Course
Received good feedback from attendees on this seminar.
Two more seminars are scheduled this year. One at the beach.
 - Financial Worksheet from April 18th Essentials Course
Very successful seminar.
 - Number of registrants for May 20th Breakfast Seminar “Show Me the Money! Best Practices: Remedies for an Association’s Financial Health” – **109**
 - Number of registrants for May 30th Homeowner Seminar “Covenant & Rules Enforcement” – **8**
Craig Zaller presenting seminar at Wilde Lake Interfaith in Columbia.

- Education Committee
 - Committee will meet in June to set up programming for next year.
- Membership
 - April statistics
 - List of Expired Members
 - New Members
 - Matrix
 - Visit to American Community Management office – Carol Allen invited Gary Saylor and Camille Cimino to provide presentation on CAI and what CAI can do for the individual manager.
 - Orlando and Gianna Rahmani will be meeting with IKO in June.
 - Discussion of starting scholarship program for managers for AMS – paying for M-100 course.
- Golf
 - Outing June 17th
There are 1-2 foursomes left.
- DelMarva
 - No report
- Newsletter
 - Spring issue at the printer
- Finance
 - Account Balance Summary – as of March 31
 - Profit & Loss – Year to Date Report
Need to work on balancing budget.
 - March Bank Statements
Alan Mott will request Dow to put their proposal in writing. Looking at requesting a review of Form 990 and audit the finances for the year 2014.

JudyAnn Lee entered meeting.

- Nominating
 - Committee members Allen Mott, Ruth Harlan, Chrissy Woodall, & John Sheehy will meet in June to seek out qualified nominees for the Board.
 - Nominating Procedures document
Board amended composition requirement which is Mr. Saylor, Board President, will nominate a person to go to the CAI Staff office on a date to be determined to observe the staff open ballot envelopes and tally the results.

- Expo
 - First Meeting took place April 23rd; next meeting will be May 14th.
- Holiday Social – Westin BWI is available Friday, November 20th
 - Discussed option to switch from White Oak Room to Westin Ballroom
Ms. Harlan made a motion to change the room (White Oak) to the larger (Ballroom) and have the social committee investigate having gaming tables. Board agreed we should hold the election/annual meeting at the very beginning of the event. 2nd by Ms. Rahmani. Approved.
- Social Events
 - Happy Hour scheduled for Blackwall Hitch May 28th
 - Number of people registered to attend – **14**
 - Number of sponsorships sold – **7**
Camille will send an email out to cancel the event if the numbers don't come in to support the event.

VII. NEW BUSINESS

- Mr. Alioto made a motion that future voting for board positions be by secret ballot and that ballots will no longer be accepted by email or fax. Self-addressed envelopes will be sent out with the ballots. 2nd by Mr. Hasselman. Approved. Ms. Hancock will send to the CAI chapter office the process to follow for the ballots, #9 and #10 envelopes.

VIII. OLD BUSINESS

- Report on National Conference (Ms. Cimino, Mr. Saylor, & Mr. Alioto)
Chapter was recognized for its award – Best Net Growth for a Very Large Chapter – 12%.

IX. MATTERS FOR BOARD INFORMATION

- Calendar of Events
- Latest List of Members on Committees

X. ADJOURNMENT

Mr. Alioto made a motion to “Adjourn the April 13, 2015 Board of Directors meeting”. 2nd by Ms. Rahmani. Motion Approved

Meeting adjourned at 6:40 p.m.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

June 3, 2015
Date