

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
September 14, 2016
Michael's Eight Avenue

The meeting was called to order by Neil Alioto at 12:04P.M.

Board members present were Neil Alioto, Rod Clark, Maura Hancock, Bill Hasselman, Allen Mott, Gary Saylor, Gianna Rahmani, John Taylor. Also in attendance was Camille Cimino, Ruth Harlan was absent.

Approval of Agenda – Mr. Clark motioned to accept the agenda. Mr. Mott seconded. Approved.

Approval of Minutes – Mr. Hasselman motioned to approve the July 13, 2016 minutes, as presented. Ms. Rahmani seconded. Approved.

COMMITTEE REPORTS – the following minutes were presented to the Board and accepted accordingly.

Minutes from the Membership Meeting. Ms. Rahmani motioned to accept. Mr. Mott seconded, approved.

Minutes from the Expo Meeting. Mr. Saylor motioned to accept. Mr. Mott seconded, approved.

Minutes from the Newsletter Meeting. Mr. Mott motioned to accept. Mr. Saylor seconded, approved.

CED MANAGEMENT REPORTS

- Education
 - Reviewed the notes from the Planning Retreat and the proposed topics for the 2017 Breakfast, Expo and Homeowner Seminars.
 - Mr. Hasselman stated the round table seminar needs a new title for the “Site Management” Roundtables. Seminar coordinators can work on the title. They need a manager to join “Physical Property Site Management” Improvements.
 - Board agreed to the following seminar dates:
 - February – Physical Property Site Management Improvements round table.
 - March – Defining Role – The Management Team, the Board, Homeowners and Committees.
 - April – Managing Calamity & When a Community is in Crisis.
 - May – A Personal Development “Leadership” Program
 - September – Legal Round Table.
 - Expo – The Enforcement and Compliance Process.
 - Chapter Board members to address non member attendees for a few minutes after the breakfast seminars to answer any questions they may have regarding joining CAI.
 - Board Leadership Development Workshop was held September 10th with 28 attendees registered. Required to hire two translators.

Mr. Taylor entered meeting.

- Homeowner Seminar “Community Covenant & Rules Enforcement” to be held on September 24th. There are 15 attendees registered. The staff was asked to monitor who attended the Board Leadership Workshop seminar on the 10th of September and see if they’re attending future seminars. Mr. Alioto would like to know.
- Membership
 - July & August statistics – Board reviewed list of new and expired members.
 - Sahouri Insurance recently joined CAI and was a breakfast sponsor. Both Mr. Hasselman and Ms. Rahmani spoke to them regarding joining CAI.
 - The Board reviewed the listing of expired members. The chapter staff contacts the members two months after their membership expires. If still expired after three months, they are removed from the roster
 - Board reviewed list of New Members and the Matrix. As of August 2016, there were 841 members that were comprised of 89 service providers and 369 homeowners and 383 managers. August of 2015 showed 806 members.
- DelMarva
 - A conference call is being scheduled to solicit seminar topics for the Eastern Shore in 2017. We will offer a Board Leadership Development Workshop on November 4th, 2016.
- Newsletter
 - Working on Fall Issue
- Finance
 - Summary of Account Balances – for June & July. .
 - Profit & Loss – Year to Date Report
 - June & July Bank Statements
 - Jennifer and Camille will be working on the 2017 budget for the Board.
 - Mr. Mott stated that Marc Strauss is willing to do the tax returns for the chapter. Staff will be sending Quickbooks for tax preparation.
 - National’s By-Laws – National has made modifications to their By-Laws which were approved by the Board of Trustees. Chesapeake Chapter has not received them yet. Chapter will have a year to update our own bylaws.
- Nominating
 - Committee has removed asterisk next to the name of candidates that were previously approved/recommended by the Nominating Committee. This was a bylaw change.
- Expo
 - Status of Booth Sales – All are sold out – 11 table tops in the hallway, 31 booths and 39 inside tables.
 - Committee is busy selling sponsorships. We are down from 2015 at this point.

- Eastern Shore is asking for sponsorships. They are up from 2015 sponsorships.
- Programming
 - The attorneys are finalizing their program. They are very excited. Ms. Cimino brought up a new idea of a 365 Days Virtual Trade Show. This will enable the Expo vendors to have a year's worth of exposure. There is a cost of \$2,500 for the photography and labor to create this virtual show. Mr. Mott made a motion for Ms. Cimino to move forward with this Vendor benefit. There will be no cost to vendors to have their name, city, state, phone and website. This 365 virtual Trade show can be on the Chapter's website and Facebook page. Later, for a small fee, exhibitors can add music, video, photos of office, staff, etc. Seconded by Mr. Clark. All in favor.
- Holiday Social
 - Menu and entertainment finalized.
 - Hotel gave us everything we wanted at the price we wanted.
 - AMG signed up for the Money Wheel sponsorship.
 - Cowie & Mott signed up for the Craps Table.
 - An affordable "Elvis" impersonator was found.

Planning Retreat

- Concerns on this year's venue. Preferred the Sheraton and their food for next year.

NEW BUSINESS:

- Discussion of on-line registrations. The system is freezing up when accepting credit card payments needing to be rebooted to update the registrations. Mr. Clark made a motion to purchase new software to update and support the on-line registration. Mr. Mott seconded. All in favor.
- Board reviewed the pricing for the 2016 Sponsorships and Advertising. The board agreed that there would be no increase to either since increases were made last year.
- Manager Scholarship – Don Gentry requested that the Chapter offer a scholarship to send a PCAM manager to the National Conference to be recognized. The Board did not agree.

The Calendar of Events was provided for the board.

NEXT BOARD MEETING October 5th at the offices of American Community Management, 7484 Candlewood Road, Suite H, Hanover, MD 21076 at 4:30 p. m.

Mr. Saylor motioned to adjourn the meeting at 1:25p.m. Ms. Rahmani seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

September 30, 2016
Date