

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting

February 15, 2017

Offices of American Community Management

The meeting was called to order by Gianna Rahmani at 4:30P.M.

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

Approval of Agenda – Mr. Mott motioned to accept the amended agenda as presented. Mr. Alioto seconded. Approved.

Approval of Minutes – Mr. Alioto motioned to approve the January 11, 2017 minutes, as presented. Mr. Hasselman seconded. Approved.

PRESIDENT'S REPORT – Ms. Rahmani stated that she thought it was important for the Board Liaison to each of the Committees to present a committee report.

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

- Membership Committee Meeting Minutes
- Newsletter Committee Meeting Minutes
- DelMarVa Committee Meeting Minutes .
- Mr. Hasselman advised the Education Committee will meet in May.
- Mr. Mott relayed concerns from the MDLAC Committee and discussed several bills. Specifically, Nick Cowie's bill addressing warranty defects and another bill under consideration that would make reserve studies mandatory for an association.

CED MANAGEMENT REPORTS

- **Education**
 - Number of registrants for February 22nd Breakfast "Ask the Experts" Roundtable Seminar has 100 registrants. Ms. Cimino expects additional attendees as she is waiting to hear back from management companies.
 - Ms. Cimino will address "suitcasing" at the February breakfast roundtable program advising competitors to not sit at a competitor's roundtable.
 - Board talked about the format for the first 2017 breakfast seminar. The Board will be introduced by Ms. Rahmani who will then introduce Ms. Cimino who will introduce the 2017 Committee Chairs, the sponsors, speakers, etc.
 - Number of registrants for February 25th Homeowner Seminar "Year in the Life of a Board Member" – Hilton Garden Inn, Columbia, MD currently has 27 attendees.
 - Board reviewed the outline for the March Breakfast Seminar. Ms. Harlan was disappointed in the outline. She felt it was not specific enough. Ms. Cimino explained that Cynthia Hitt Kent has given this program before and is very comfortable with the topic and outline. Ms. Cimino offered to request a more detailed outline from Mr. Kent but Ms. Harlan did not feel that was necessary.

- Judyann Lee and Frank Valentine are meeting this Friday to work on the seminar outline for the April breakfast program. This will be forwarded to the Board for approval.
- Mr. Hasselman recommended that the Education Committee be more involved with vetting the seminar outlines prior to Board review so that they can help the seminar presenters fine tune their presentation.
- Bill Hasselman presented a proposal to develop a process for oversight of future programs as well as proctoring the presenters. Mr. Hasselman agreed to fine tune his recommendations and present to the Board so that procedures can be in place before the Education committee meets in May. Ms. Cimino requested that Mr. Hasselman meet with staff to go through existing procedures before he finalizes his document.
- Ms. Harlan offered to research and data-mine the topics of other CAI chapters seminars.
- **Membership**
 - January Statistics
 - List of Expired Members
 - New Members
 - Matrix January 2017 there are **843** members
 - Last year – January 2016 there were **837** members
 - Ms. Rahmani asked that we strive for a goal of 900 members by year's end.
 - Ad Hoc Committee update on new 2017 Membership Contest.
 - The Ad Hoc's report was reviewed by the Board. The Management Company and the Business Partner who has the most non-member homeowners attending CAI chapter functions will win a full color page ad in an issue of the Beacon in 2018, a \$100 gift card for the company's top performer if they are running an internal competition and a trophy.
 - Each BP or Management Company receives a point for each person they sponsor. Non-members may attend multiple events.
 - Mr. Saylor motioned to accept the Incentive Program. Mr. Alioto seconded.
 - Questionnaire was sent to attendees of previous Expos who did not attend this past year. Seventeen people responded. There were those that said they weren't interested in the topic, too busy, calendar full.
 - Mr. Alioto asked that the membership committee concentrate on contacting non-members.
 - Membership committee is supposed to call everyone on their call list by February 22nd.
- **Newsletter** – Mr. Clark stated that the Winter issue is at the printer with lots of photos from the Holiday Social.
- **Holiday Social** – Will be on Friday, November 17th as this was the only date the Ballroom at the Westin was available.
- **Golf Committee** - Golf outing is scheduled for June 21st at Waverly Woods in Marriottsville, MD. Staff sent out First Right of Refusal letters and is working on brochure.

- **DelMarVa**
 - Mr. Mott stated that DelMarVa is off to a good start. Bruce James is going to contact Mr. Scott Diamond, a manager with CMC, to propose that he be the Eastern Shore liaison to the membership committee next year.
 - March 31st Breakfast Program Outline was reviewed.
 - Sponsorships sold out. Atlantic Maintenance wants to sign up for a booth. Iris Hobbs usually handles all of the Eastern Shore sponsorships. They are ahead of last year's sponsorship sales.

- **Finance** – The following financial reports were given to the Board for review.
 - January Profit & Loss Statement
 - January Bank Statements
 - Account Balance Summary
 - The old credit card will be paid off on the next invoice. Camille is obtaining gift cards we earned with the Marriott points to be used for giveaways at functions.
 - Mr. Alioto is receiving copies of all credit card receipts. Staff is making arrangements to get the back up to the credit card receipts available to Mr. Alioto.

NEW BUSINESS

- Ms. Cimino asked if the Board wanted to sponsor a Spring Happy Hour. The Board did not feel that the locations were working well. There was discussion about team building events in the past (fishing trips, picnics, sailing, cruises). The Board will brainstorm at their March meeting for new ideas.
- The Board reviewed the Chapter By-Law changes which will need to be adopted before July. The Board reviewed the proposed (red-line) changes. Below are the changes that were accepted or required clarification:
 1. The Board accepted all mandatory changes required by the National Chapter.
 2. Article V, Meeting of Members - Section 5 – Voting & Proxy - Ms. Hancock inquired as to whether the Chapters ballot procedures needed to be added to this section of the bylaws. The Board did approve that suggestion. Mr. Mott volunteered to create the verbiage to add to the bylaws.
 3. Article VI, Section 2 – Board chose Option C for the make-up of the board.
 4. Page 15 – Section 8 – Out of 9, 5 directors shall constitute a quorum.
 5. Page 16 – Article VII - Officers, Section 2- Qualifications, Election and Term of Office– For clarification regarding option 2, staff is checking with National for the process of President-elects.
 6. Page 19, Article 7 – Officers - Section 10 – Immediate Past President -Board agreed to not include the option to have an immediate Past President position on our Executive Committee.
 7. Page 23, Section 5 – Board approved not using entire section regarding surety bond which National made optional.

- Mr. Alioto motioned to approve all of the above changes. Mr. Saylor seconded. Approved.

OLD BUSINESS

- The Board reviewed Mr. Taylor’s request to change the date of the Board meetings. Ms. Rahmani will contact Mr. Taylor to find out what days would work for his schedule for 2018. The 2017 calendar is firmly ensconced.
- The Board discussed the matter of “suitcasing” conducted by Attorney Levin and Scott Karam at the EXPO. Mr. Clark motioned to accept the “Suitcasing” policy that was presented by Ellen Throop. Seconded by Mr. Hasselman. Approved.
- Mr. Mott will look into how other entities handle this legally.
- The Board reconfirmed that it is acceptable for one to look for a job while attending the Expo. Also, if someone is asked to provide a business card, that’s acceptable. It is unacceptable for any non-existing company to distribute business cards and solicit business.
- The Board discussed the code of ethics as it related to the CAI membership.
- Mr. Alioto questioned the line item in the budget that refers to Charitable Contributions. He would like the budget to give thought to the Chapter making contributions to charities. Ms. Cimino noted that this line item has been used for flowers or donations that have been made in honor of a member who has passed.

NEXT BOARD MEETING will be held on March 15th, 2017 at the offices of American Community Management, 7484 Candlewood Road, Suite H, Hanover, MD 21076 at 4:30p.m.

Mr. Alioto motioned to adjourn the meeting at 6:42p.m. Mr. Hasselman seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

March 2, 2017
Date