

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting

January 11, 2017

Offices of American Community Management

The meeting was called to order by Gianna Rahmani at 4:34P.M.

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

Approval of Agenda – Mr. Alioto motioned to accept the amended agenda with the addition of National By-law review. Ms. Harlan seconded. Approved.

Approval of Minutes – Ms. Harlan motioned to approve the November 9, 2016 minutes, as presented. Mr. Alioto seconded. Approved.

PRESIDENT'S REPORT – Ms. Rahmani stated that she had called all of the board members and went over her vision for the upcoming year. Ms. Rahmani stated that many members of the chapter have contacted her since she was elected president. There was a common theme brought up of using some of the monies in the bank to grow membership. Ms. Rahmani wanted to go over the role of the board believing that the board should make policy and support the staff. Ms. Rahmani asked staff to forward to the board the CAI Vision and Mission statement for the Board to review.

- **Board Elections**

Mr. Alioto nominated Ms. Harlan for President-Elect. Mr. Hasselman seconded the motion. Approved.

Mr. Alioto nominated Mr. Mott for Vice-President. Mr. Saylor seconded the motion. Approved

Mr. Saylor nominated Mr. Alioto for Treasurer. Mr. Mott seconded the motion. Approved

Mr. Alioto nominated Mr. Mott for Vice-President. Mr. Saylor seconded the motion. Approved

Mr. Alioto nominated Ms. Hancock for the position of Secretary. Mr. Saylor seconded the motion. Approved

- **Committee Chairmanships and Board Liaisons**

Budget – Mr. Mott will remain as Board Liaison and Mr. Alioto and Mr. Taylor as committee members.

Education – Mr. Clark, Mr. Hasselman and Mr. Saylor will remain as co-liaisons. Ms. Harlan is stepping down. Vicki Eaton will remain as Chair and Mr Alioto as Vice-Chair.

Golf – Ms. Harlan and Ms. Hancock accepted Board Liaison. Mr. Karam recommended as Chair and Ms. Permisohn as Co-chair.

DelMarVa – Mr. Mott accepted Board Liaison. Mr. Toms to remain as Chair, Scott Diamond to be asked to Co-chair.

Expo – Mr. Alioto and Mr. Saylor to stay as Board Liaisons and Ellen Throop to remain as Co-Chair and Mike Romano as Co-Chair.

Holiday Social – Mr. Saylor to stay as Board Liaison and Valerie Robinette and Richard Gemmel to remain as Co-chairs.

Membership – Ms. Harlan accepted Board Liaison. Co-Chairs will be Bruce James and Missy Schwartz.

Newsletter – Mr. Clark will remain as Board Liaison and Dani Bressler will remain as Chair.

Nominating – Liaison, chair and membership will be addressed later in the year.

PMDDP On-Site Registration – WPM is willing to continue supporting the PMDDP courses. Jonathan Rosenberg will remain as chair.

The staff will work on finalizing the rest of the committee memberships and will look to finalize the list right after the first breakfast seminar and add in phone numbers.

Staff will forward Ms. Rahmani the deadline dates for the President's message for the Beacon newsletter. Staff will send to all the committee chairs should they want to put an article in the Beacon.

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

Minutes from the Membership Meeting.

Minutes from the Newsletter Meeting

Minutes from the Post Expo Conference meeting.

CED MANAGEMENT REPORTS

- **Education**

- Ms. Cimino gave a financial recap for the Board Leadership Development Workshop held on 11/4/16. The event did very well.
- The Board Leadership Development Workshop evaluations were reviewed. Ms. Cimino stated that the evaluations are shared with the instructors. The attendees are asked to offer topics for future seminars and classes. Those topics are given to the Educational Committee to be included in the Planning Retreat discussion of future topics. The Instructors feel the course which runs 9:00-5:00 is too long and there were too many slides. The Instructors are planning to go through the presentation to see what can be cut.
- 2017 Breakfast Seminar Brochure given to the Board.
- Homeowner Seminar Speakers – There was a discussion that the coordinators for the seminars should not automatically be the presenter. The Board wants to be told who the speakers are and feel the speakers should be vetted. Mr. Hasselman will send an email to the Education Committee advising them of the Board's concern. The February facilitators for the roundtable program have not been finalized yet. Mr. Hasselman will respond to Kirby's email.
- Expo Attendance 2015 versus 2016 Results – a survey will be sent out to those managers/members who did not attend the 2016 Expo to find out why. Staff will also send out an email advising that a survey was sent out and to check your spam for the survey if you did not receive it.

- **Membership**

- December Statistics – The Board reviewed the attached items:
 - List of Expired Members
 - New Members
 - Matrix
 - CAI National Membership Dues Increase: Management Company increase from \$385 to \$400, BP increase from \$540 to \$555. Chapter is waiting for National to update applications.
 - Board needs to clarify the criteria for the possible contest that they want to offer Management Companies to bring more non-members to the seminars,

expo, etc. Mr. Alioto recommended appointing an ad-hoc committee to come up with the parameters for the contest, how it would be managed, when and where the winner would be announced. Mr. Mott, Mr. Clark and Mr. Saylor offered to join the ad-hoc committee.

- Total Members as of 12/31/16
Managers 286 HO's 343 BP's 149 Mgmt Co 45 = 823
- Total Members as of 12/31/15
Managers 276 HO's 360 BP's 148 Mgmt Co 49= 833
- **Newsletter** - Accepting Articles for the winter 2017 issue.
- **Holiday Social** - Financial Report for 2016 Event reviewed.
- **Golf Committee** - First Meeting scheduled for Friday, January 27th. Ms. Rahmani mentioned that she suggested to the Golf Committee that the location for the golf outing be changed. She noted that the meeting has been at the same location for about 17 years.
- **Finance** – Following financial reports were given to the Board for review.
 - End of Year 2016 Report
 - December Bank Statements
 - Account Balance Summary

Mr. Alioto asked if there was a credit card that the chapter could apply for that would afford a cash back incentive. The Board approved the staff to investigate and provide other credit card options to the board.

NEW BUSINESS

- Mr. Taylor requested moving board meetings to a Tuesday as his work schedule has changed and he's not able to make the meetings. He asked that this be placed on the February agenda. Ms. Rahmani will contact Mr. Taylor to discuss his request.
- The staff will send out the red-lined Chapter model By-Laws which will need to be adopted by July. This will be placed on the February agenda so that it can be added to the new directory.

OLD BUSINESS

- The Board discussed the matter of "suitcasing" by Attorney Levine and Scott Karam at the EXPO. Mr. Hasselman stated that he was not offended as he saw it as someone networking for a new job. Discussion then followed on when and how vendors are advised of this policy. The Board will review the Expo suitcasing policy at the February meeting.

Ms. Harlan motioned that Mr. Mott draft a letter to Mr. Karam, Mr. Levin and the USPSFCU advising them of the violations that occurred at the Expo. Mr. Hasselman seconded. Approved. Mr. Alioto abstained.

Mr. Mott motioned that the Board direct the EXPO committee to name a three-person committee to monitor the Expo floor at future EXPOs so that should there be another instance of “suitcasing”, the member will be dealt with immediately.

- Camille asked the Board which date they preferred for the Holiday Social, November 17th or December 1st. The Board chose December 1st.
- Review of the Sponsorships. Ahead in all areas except Gold.
- EXPO committee chair is being asked to fill out the CAI National Awards application for this past year’s “Great Debate” Expo. There is a January 31st deadline.

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

Mr. Alioto motioned to adjourn the meeting at 6:43p.m. Mr. Hasselman seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

January 30, 2017
Date