

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting

July 19, 2017

Residence Inn Marriott

The meeting was called to order by Gianna Rahmani at 4:32P.M. Ms. Rahmani called Ms. Cimino to join the meeting. No answer. Will try again.

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

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

Approval of Minutes – Ms. Harlan motioned to approve the June 14, 2017 minutes, as presented. Mr. Alioto seconded. Approved.

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

Education Committee

- Minutes from July 6th meeting accepted.
- Mr. Alioto stated that Mr. Hasselman is doing a great job evaluating the speakers. Mr. Hasselman will be asking for input from the membership in the next issue of the newsletter.
- The Board discussed having the Board liaison run the events. Mr. Hasselman stated he would happily accept that job. It was motioned by Mr. Saylor and seconded by Mr. Alioto that Mr. Hasselman would run the planning session and that President-Elect Ms. Harlan would play Vanna White. Approved.
- Mr. Hasselman motioned that a seminar coordinator may also be a speaker as long as they are qualified. Seconded by Mr. Alioto. Approved.
- The Board discussed whether breakfast seminars are manager focused or if they should appeal to all membership groups. Mr. Hasselman stated that CAI was founded to serve both Homeowners and Managers and as such Mr. Hasselman motioned that the Education Committee should endeavor to make our seminars appealing to both constituents whenever possible. Mr. Saylor seconded. Approved.
- Ms. Rahmani reviewed her communication with National regarding rebates on memberships as it devalues the incentive of membership. The Chapter must offer Membership and Non-Membership rates for attendance at events. Discounts can be made for attendance to seminars.
- Mr. Hasselman motioned that we add in a new line item in the 2018 budget for marketing purposes offering 60 educational promotional opportunities a year with a dollar value of \$2,500. Mr. Mott seconded. Approved.
- Mr. Clark motioned to direct the Chapter's office to post the PSA from National to the Chapter's website. Ms. Harlan seconded. Approved.

- The Education Committee would like to do a “call for presentations” so that members can give their ideas for seminar topics (along with what they’ll actually teach). The Board agreed that this should be fleshed out at the planning retreat and would go to the Education Committee starting in 2018. If a presentation is offered, it would go to the Education Committee and then would be presented at the Planning Retreat.
- Mr. Taylor joined the meeting via telephone.
- Mr. Hasselman accepted overseeing the call for presentations and reviewing the presentation once received.
- Ms. Rahmani will forward this information to the Education Committee Chair as well as the Office and Board Liaisons.

EXPO Committee

- Keynote Speaker selection of George Nowack, Jr. Esq.. Mr. Hasselman stated that this is a hot topic with a relevant speaker and feels this is a strong presentation.
- Ms. Cimino joined the meeting via telephone.

Membership Committee

- Minutes from Membership Meeting
- June statistics
 - (24) Expired Members
 - (3) New Members (Attachment G)
 - Matrix (Attachment H) Members 2017: 858 2016: 846
- Ms. Rahmani stated that she is reaching out to the Tidewater managers and expired members.

Golf Committee

- Mr. Alioto stated that Scott Karam is no longer an employee of Mainscapes and as such, no longer a member of the Chesapeake Chapter.
- The 2018 Board will review Committee Chairs.
- The Golf Tournament made \$4,500 less than last year and \$2,800 less than was budgeted.
- Board members shared attendees’ responses to this year’s venue: Very classy, professional, enjoyed the verandah, the Chair of the Committee ran the event, well received.

DelMarVa –

- No report as this time

Newsletter Committee

- Working on Summer Issue

Finance Committee

- Account Balance Summary – as of June 30
- Profit & Loss – Year to Date Report

- June Bank Statements
- Mr. Alioto stated that he will get with Ms. Cimino to do a mini-audit.
- The financials are not reflective of outstanding checks. Ms. Cimino stated that the office is following the accounting reports as Marc Strauss with Strauss & Associates had prepared for the Chapter in years past. Mr. Alioto stated he is not asking for any changes.

Nominating Committee

- Call for Nominees was mailed to members.
- Ms. Rahmani stated that due to her increased responsibilities with her company, she will not be able to run for a 2nd term. She's very saddened as she has greatly enjoyed her tenure on the board.

Holiday Social Committee

- The Board agreed that the lights should be turned down for the dancing. Ms. Harlan stated that there are surprises being planned and a block of hotel rooms has been set aside for those who would like to spend the night at the hotel.

NEW BUSINESS

- Mr. Alioto stated that he and the Finance Committee will get together with Ms. Cimino to prepare the 2018 budget.
- Mr. Alioto stated that he has a concern that it costs \$28,000 - \$30,000 per month to run the association.
- Mr. Alioto wanted to know if The Laurel Group planned on staying on as the management company of the Chapter.
- Ms. Cimino stated that it was only July and she hadn't thought that far ahead.
- Ms. Hancock stated that the contract was for two years with options for three additional one-year extensions.
- Mr. Alioto stated it was inappropriate for the board president to print out material for the other board members and discussed monetary compensation for out of pocket expenses.
- Mr. Alioto motioned that in keeping with Page 32, Section II, that board members should be reimbursed for reasonable out of pocket expenses. Mr. Hasselman seconded. Approved.
- Mr. Alioto stated that the Finance Committee will be adding a line item to the 2018 budget for a total expense of \$1,000 for reimbursement of Board out of pocket expenses.
- 6 month review of how the Board is doing...
 - a. Increasing membership
 - b. Realign board committee liaisons
 - c. Enhancing events

Ms. Rahmani stated that the Board has realized everything but increasing the membership to the goal of 900 members.

Ms. Cimino stated that there is a constant yo-yo with membership and hopefully, we will regain the lost members in the fall. The Chapter relies heavily on the business partners

and managers to bring in new members. This is why it's so important to impart the benefits of joining CAI to board members and homeowners.

- Ms. Harlan requested having a table at the EXPO for CAI homeowner members to talk up the importance of joining CAI. Ms. Cimino said they would find a space for the table and Ms. Harlan said that she'd work on decorating it.
- Angela has sent out an email to our Business Partners asking if they would be willing to sponsor attendees for the Expo.

OLD BUSINESS

- ByLaw language was reviewed. Mr. Mott motioned to delete Section 4. Nomination and Election of Directors d. If no petitions are received by the nominating committee within the time prescribed in these Bylaws, then, on the Director election date, the Secretary shall cast a unanimous ballot for the slate of nominees nominated by the nominating committee and such nominees shall be declared elected Directors of the Chapter. Mr. Alioto seconded. Approved.

NEXT BOARD MEETING will be held on September 20, 2017 at Michael's Eighth Avenue following the breakfast seminar.

Mr. Alioto motioned to adjourn the meeting at 5:53p.m. Mr. Saylor seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

July 30, 2017
Date