

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting

June 14, 2017

Offices of American Community Management

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

Board members present were Rod Clark, Maura Hancock, Ruth Harlan, Bill Hasselman and Gianna Rahmani. Also in attendance was Camille Cimino.

Absent Board members were Neil Alioto, Allen Mott, Gary Saylor and John Taylor.

Approval of Agenda – Mr. Clark motioned to accept the agenda as presented. Mr. Hasselman seconded. Approved.

Approval of Minutes – Ms. Rahmani corrected the name of her liaison at National – Jan Newcomb. Ms. Harlan motioned to approve the April 19, 2017 minutes, as amended. Mr. Hasselman seconded. Approved.

Ms. Rahmani questioned the timing for the round table seminar. It was discussed that each session would be 25 minutes with 5 minutes to transfer between tables. Ms. Cimino will condense the introductions and the raffles will be moved to the end of the seminar to meet the time line. Mr. Hasselman motioned to accept the above proposal. Mr. Clark seconded. Approved.

Mr. Clark motioned to add to the evaluation sheet a sentence that would ask the attendees if they felt they had enough time at each table to have their questions satisfied and if five minutes was enough time to transition between tables. This information will be used for future roundtable formats. Mr. Hasselman seconded. Approved.

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

Education Committee

- Minutes from June 1st. meeting reviewed.
- May 24th Breakfast Seminar – The Board reviewed the evaluations and financials.
- The seminar did very well. Legal Round Table topics and speakers.
- Ms. Hancock stated that she felt that the Board should encourage professional speakers to be hired in to speak at several seminars a year. The chapter can afford it and it is of great benefit to the members. Word of mouth will bring in more attendees

EXPO Committee

- Keynote Speaker selection is George Nowack, Jr. Esq. with NowackHoward, LLC.
- Ms. Cimino stated that Diane from Dale Carnegie mentioned how important tag lines are in grabbing attention in the advertisement of a speaking event. Ms. Cimino does not feel that the tag line of “Unity in the Community” matches the topic.
- Board discussed this is going back to the disconnect between topics that are put out by the Education Committee and what is actually being presented by the speakers.

- The Committee Chair, Ellen Throop, has some buzz words for a new title for the Expo. The Committee will be asked to come up with new tag line for the Expo brochure.
- Vendor Invitations have been mailed. There are 82 booths available for purchase.
- Ms. Cimino reviewed the brochure and changes that were made in accordance to Committee recommendations including having the registration form state the maximum height of table top set up,
- Staff will be reminding vendors via email not to be late or vendor will be assessed an additional \$250.

Membership Committee

- No Committee meeting was held in May.
- The Board reviewed the May statistics. It was brought up that two communities do not have the board member's information listed, only the management company's address. The Chapter is unable to reach out to these members. Ms. Hancock will contact Ms. Marie Fowler who is the manager for two properties and ask that the information of the board members be updated.
(34) Expired Members
(16) New Members
Matrix (Attachment I) Members 2017: 872 2016: 837
This is the highest number of members that the Chapter has ever had.

Golf Committee

- The Golf Committee met with the Golf Pro of Waverly Woods at the Golf Club to review plans for the upcoming tournament.
- There are not as many signed up for just dinner as last year. This may be due to change in venue – further away from Columbia.
- The outing is June 21st at Waverly Woods.
- **DelMarVa –**
 - Email to Committee for them to give thought to next year's Eastern Shore Breakfast Seminar Topic.
 - The office is scheduling a conference call to go over the listing that was emailed to them with the seminar topics that the Education Committee came up with.
 - Big thank you to Ms. Harlan for researching seminar topics from all the other chapter's websites.
- **Newsletter Committee**
 - Minutes were reviewed by the Board.
 - Currently working on the Summer issue.
 - Ms. Rahmani stated that the President's message is incoming.
 - Ms. Harlan wanted to thank Ms. Rahmani for her President's messages. They have been right on the mark and beneficial to her condominium's board.

- **Finance Committee**

The Board reviewed the May financials.

Account Balance Summary – as of May 31

Profit & Loss – Year to Date Report
May Bank Statements

- The PNC is not making any concessions for Board members to go down and sign signature cards for the CDs. Staff is closing out checking account and switching to use SECU as our checking account.

Nominating Committee

- The Nominating Committee met and reviewed the procedures, the Call for Nominees and the CRCCAI Candidate Information Form. The Committee forwarded their changes to the Board through Ms. Harlan.
- The Board made several changes which are identified in the attached files. The Board debated over allowing the criteria of Sponsor to be a nominee. Due to four board members being absent, it was decided that Ms. Cimino and Ms. Hancock would capture all of the changes and send them out to the board for a final decision as to whether to include being a “Sponsor” as part of the criteria for candidate nomination. This needs to be finalized within the next week due to the mailing deadline for the Call for Nominations. The Board will make the decision via email.

Holiday Social Committee

- First Committee Meeting is to be held on June 26.

NEW BUSINESS

- None.

OLD BUSINESS

- None.

NEXT BOARD MEETING will be held on July 19, 2017 at the offices of American Community Management, 7484 Candlewood Road, Suite H, Hanover, MD 21076 at 3:30 p. m. Ms. Cimino will call in to this meeting.

Mr. Hasselman motioned to adjourn the meeting at 6:20p.m. Ms. Harlan seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

July 10, 2017
Date