

CAI CHESAPEAKE REGION CHAPTER

Board of Director's Meeting

March 22, 2017

Michael's Eighth Avenue

The meeting was called to order by Gianna Rahmani at 12:31P.M.

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

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

Approval of Minutes – Mr. Alioto motioned to approve the February 15, 2017 minutes, as presented. Mr. Mott seconded. Approved.

COMMITTEE REPORTS – the following minutes were accepted:

- Membership Committee Meeting Minutes
- Newsletter Committee Meeting Minutes
- DelMarVa Committee Meeting Minutes

Membership: Ms. Rahmani stated that National feels that offering membership discounts as a way of marketing the chapter and events devalues the membership by the chapter and National won't allow it. Ms. Rahmani is going to contact Peter Miller – Trustee for CAI – to see what steps the chapter can take to better market themselves.

- Membership will be changing their calling tactic. They will be reaching out to non-members through the CAI member who brought them to the function.
- Mr. Alioto discussed converting the Marriott Visa store gift cards to cash. He would like the board to give their input on their usage. The new Capitol One Credit card that Ms. Cimino secured for the chapter offers 2% back on all charges. The Board discussed letting the cash accumulate until the end of the year and then have the Chapter receive a check.

Golf: Ms. Harlan: After April 7th, date for the right of first refusal, the committee will know who has signed up for sponsorships and will then be able to aggressively pursue additional sponsors.

CED MANAGEMENT REPORTS

- **Education**

- Evaluations and financials from February 22nd Breakfast Seminar were reviewed.
 - Ms. Cimino reviewed the evaluations. All agreed that future round table sessions should be limited to 30 minutes per session instead of 35 and needs to start on time. The late installation of the audiovisual by the Michael's staff caused a delay in the start of the program which then led to many attendees leaving before the last session ended due to afternoon appointments.

- Evaluations and financials from February 25th Homeowner Seminar were reviewed.
 - Ms. Cimino reported that no sponsors attended the homeowner seminar. There was a credit on the account for the coffee cart so the financials ended up in the black.
- Number of registrants for April 8th HO Seminar “How to Read & Understand Financial Statements, Audits & Investment Strategies” – 3
- Review outline for May Breakfast Seminar
 - The Board discussed the fact that the outline is off topic of what was in the breakfast seminar brochure. Ms. Rahmani will speak with Diane Beliveau to have the outline modified to address leadership and personal development as described in our Breakfast seminar brochure. Mr. Hasselman offered to join in the discussion.
- **Membership**
 - March statistics
 - List of Expired Members
The board stated that they will continue to contact expired members and will be pro-active by advising Ms. Cimino of who they contacted and the result of the conversation.
 - New Members – there were 16
 - Matrix 2016 members 870 2017 members 854
 - Membership Directory is at the printer
 - **Golf**
 - 2017 Golf Brochure Completed
 - Foursomes and sponsorships are almost sold out.
 - **DelMarva**
 - Number of registrants for March 31st Eastern Shore Breakfast Seminar “Reserve Studies” – 65
 - **Newsletter**
 - Beacon Winter issue – was mailed; working on Spring
 - Ms. Harlan stated that the last issue of the Beacon had very timely articles and was well-received by her Board of Directors.
 - **Finance**
 - Account Balance Summary – as of February 28th
 - Final Profit & Loss – as of February 28th
 - February Bank Statements
Mr. Alioto stated that we are very close to exceeding the FDIC limit on the SECU bank account. Mr. Alioto would like to shop around for the best interest on CDs and feels it might be good to contact our Business Partners to

see what they can do for the chapter. Mr. Hasselman motioned and Mr. Mott seconded for Mr. Alioto to research what banks are offering for CDs and will make a recommendation to the board at the April Board meeting.

- **Education** – Status report on the finalizing of Mr. Hasselman’s education proposal.
 - Starting next year and moving forward, Mr. Hasselman wants to be brought in early in the seminar planning process. In his opinion, he feels that the advertised seminars are 60% off of what the actual content of the seminar that was supposed to be presented.
 - Mr. Saylor motioned and Mr. Alioto seconded for Mr. Hasselman to be on all the breakfast education seminar calls to help work on the programs with the presenters.
 - Ms. Harlan will be the scribe for the Planning Retreat seminar topics as they are determined.

- **Nominating** – Determine who will be on the Nominating Committee

The Board agreed on the following make up for the Nominating Committee: Chairperson – Neil Alioto, members – Ruth Harlan, Kara Permisohn, BK Swartwood and Gary Saylor. Mr. Alioto will reach out to Ms. Permisohn and Ms. Swartwood.

- **Expo** – no report

- **Holiday Social** – no report

I. NEW BUSINESS

- **Ribbons – Horizontal versus Vertical**
This discussion came about due to the appearance of wrinkled ribbons at the last seminar. It was agreed that we will continue to use the vertical ribbons and provide a ribbon bar for attendees to attach their own ribbons. There are a handful of people who have more than 3 ribbons. Staff offered to iron those that are badly wrinkled.

- **Legal Hotline – Create Ad-Hoc Committee**
It was agreed that a Legal Hotline Ad-Hoc Committee would be created. The members invited to become part of this committee will be Ray Via, Ruth Harlan, John Taylor, Alan Mott and Gianna Rahmani.

OLD BUSINESS

- **Board meeting dates** – John Taylor’s request to hold Board meetings that do not follow a breakfast seminar to be held on Tuesdays instead of Wednesdays.

- The Board reviewed Mr. Taylor’s request and came to the decision that for those months when the board meeting does not follow a breakfast seminar, the board meeting would be held on a Tuesday at 3:30p.m. at the American Community Management’s office.
- Research for Seminar Topics and Social Events on other CAI Chapter Sites
 - Ms. Harlan researched the social events from all the other CAI websites and compiled a list that will be saved for future reference.
- Charters of Committees
 - Ms. Harland asked about Committee Charters. The Board reconfirmed that we do have charters for all committees. Ms. Rahmani thought that all the charters were in the Board Orientation Manual.
 - April board meeting topic of discussion will be evaluating of the committee chair performance and Board liaisons.
 - Donating to charitable organizations – was not addressed at this meeting.
 1. Food Banks six times a year
 2. Golf Outing – Fisher House – Donations range from \$400 - \$900
 3. Toys for Tots at Holiday Social
 4. LAC Contribution - \$1,200

II. MATTERS FOR BOARD INFORMATION

- Calendar of Events – will need to be updated to capture the new board meeting dates.
- Latest List of Members on Committees

The next Board meeting will be April 19, 2017 at Michael’s Eighth Avenue following the Breakfast Seminar.

Mr. Alioto motioned to adjourn the meeting at 2:05p.m. Mr. Mott seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

March 31, 2017
Date