

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
November 15, 2017
Offices of American Community Management

The meeting was called to order by Gianna Rahmani at 4:15P.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.

Mr. Mott motioned to accept the agenda as amended with the addition of reviewing Scholarship winners. Mr. Saylor seconded. Approved.

Mr. Saylor motioned to approve the October 18, 2017 minutes, as presented. Mr. Clark seconded. Approved.

CED MANAGEMENT AND COMMITTEE REPORTS

Education Committee

- Ms. Cimino brought to the Board's attention a possible conflict between the April and May seminars.

April	Conflict Resolution, Can we Talk?
May	Basket Cases

- Ms. Cimino stated that the titles and subject matter were morphing into very similar material. The Board agreed that Ms. Vicki Eaton's seminar "Basket Cases" had been previously approved by the Education Committee and the Board. It was agreed that we would eliminate the Conflict Resolution topic. The Board revisited those seminar topics that were not selected at the Planning Retreat. Stress Management is suggested for a 2019 Seminar with a hired professional speaker. Mr. Hasselman motioned to have "What's New in the 4P's – People, Pets, Parking & Pools" to take the April seminar slot. Mr. Saylor seconded. Approved.
- Mr. Hasselman will contact Noni Roan and Kara Permisohn to see if they would be interested in continuing as the coordinators for that seminar.
- The September 20th and October 14th seminar evaluations and financials were reviewed.

EXPO Committee

- Ms. Cimino stated that this was the best attended Expo and that the staff is still running the numbers of attendees, non-members, financials, etc.
- Board reviewed the evaluation forms from both the attendees and vendors. The feedback from attendees was wonderful, very informative.
- Ms. Cimino presented the Board with the list of late vendors. Two were platinum sponsors. The Board discussed the importance of keeping the late policy. Ms. Harlan motioned to direct the staff to send a letter to all of the companies stating that they would not be penalized this year but could lose their ability to receive early bird status should this reoccur. Mr. Clark seconded. Approved.
- Ms. Cimino provided the Board with the companies that were no-shows: G4S Secure Solutions, Feather Free Zone

- Ms. Cimino provided the dates for the 2018 Expo – October 30, 2018.
- Ms. Cimino advised the Board that Sondra Frank from CAI National had manned the CAI table and was very complimentary of the friendly, warm environment. Ms. Frank plans on attending future Chesapeake Chapter Expos.
- Ms. Cimino stated that there were 125 Non-member homeowners attending the Expo. It is believed this may have been due to the topic of the morning program and speaker – George Nowak.

Membership Committee

- Ms. Cimino reviewed the October statistics with the Board. She stated that it takes 5 weeks to get membership information from the national chapter which is why we don't delete expired members due to that lag.
 - Expired Members
 - New Members
 - Matrix Report
 - October 2017 - 869 members
 - October 2016 - 854 members
- Ms. Cimino stated that it will be interesting to see if we get a bump in membership from the Expo. Ms. Harlan stated that they had two condominiums join at their CAI membership table.

DelMarva

- Next conference call is set for November 16th. There were 4 members on the last conference call for the 2018 March Breakfast Seminar "Should of, Would of, Could of – What I would have done differently if I had only known!" Disaster Awareness & Preparation.
- Ms. Cimino met with Linda Fulkerson of Legum & Norman asking her to promote CAI events and get more managers involved and informed of CAI seminars and committees in which to become involved.
- The Board queried why the Eastern Shore didn't have their own chapter. Ms. Cimino indicated that National did not receive enough Eastern Shore members to put in the work needed to start a chapter. CAI National won't send PMDP instructors to the Eastern Shore unless they can assure a certain number of attendees. That is why they are part of the Chesapeake Chapter.

Newsletter

- Newsletter meeting was cancelled. The Fall/Winter Issue is at the printer.

Finance

- Account Balance Summary – as of October 31
- Profit & Loss – Year to Date Report October
- Bank Statements – October
- Mr. Alioto stated that he does not need to reschedule the Budget Meeting. Mr. Clark stated that he would like to be on the committee.

Holiday Social

- Ms. Cimino updated the Board on sponsorship sales. We had \$10,900 sponsorship sales in 2016. We are currently behind in sponsorships - \$8,800.
- Members registered for the event – 65 as of 11/9/17

- Ms. Rahmani requested a copy of the script for the Annual Meeting. Ms. Rahmani will deliver her President's Report. Mr. Alioto will present his Treasurer's Report and Ms. Harlan will deliver her acceptance speech as President-Elect for 2018.
- The 2018 Holiday Social will be held on November 30th. Ms. Cimino stated that the Holiday Social Committee wanted to look into changing the venue for 2018. Ms. Cimino will research information for Martin's West and asked that Ms. Cimino bring this information to the Board for review and to allow Ms. Cimino to secure the venue.

Nominating

- Mr. Alioto presented the Board election results for 2018. Maura Hancock of CVI and Kerrie Zander of Doody Calls were voted in for a three-year term each.
- As Past President, Ms. Rahmani will chair the Nominating Committee next year.

OLD BUSINESS

TLG Management Contract

- The Board approved adding the scope of work provided by Ms. Cimino as Addendum A to the contract with a signature line for the President.
- Mr. Taylor motioned to approve Addendum B as written by Mr. Mott. Mr. Hasselman seconded. Mr. Alioto and Mr. Saylor opposed. The TLG contract was approved for 2018.

Scholarship Program

- Ms. Cimino advised the Board that the woman who received the Neil Moreland Scholarship did not take the course. She reached out to National asking that she be allowed to transfer the scholarship to someone else in her office. National is currently holding the monies that were paid for that course.
- Ms. Harland motioned to deny this request. Mr. Alioto seconded. Unanimously agreed.

NEW BUSINESS

Board of Director's Work Session

- Mr. Alioto motioned to approve the work session minutes of the Executive session held November 3, 2017 as presented. Mr. Alioto seconded. Ms. Harlan abstained. Approved.

Committee Charters

- Ms. Cimino reviewed the role of the Committees, the CED and the Board Liaisons.
- It is the staff's opinion that the Committee members do not perceive they have an active role in seeking sponsorships for the committee. The members aren't as interested in generating sponsorships – with the exception of the Golf Committee.
- This year many of the Committees have been behind in their sponsorships – most prominently the Expo and Holiday Social.
- The Board discussed the importance of having each of the committee chairs meet with the Board liaisons and impress upon them the role of the committee members.
- Mr. Hasselman motioned to have the charter read at the first committee meeting of the year for each committee. The Board Liaison will talk to their chairs to stress the importance of this shared role. Mr. Alioto seconded. Approved.

- Mr. Hasselman reviewed the role of the Chapter Executive Director. Mr. Hasselman feels that the CED currently takes on the role of the intermediary. The Board would like to follow a new protocol where the seminar coordinators will provide their ideas to the Education Committee for review with no assistance from staff and see how the process works.
 - The Board and Ms. Cimino discussed finances for relocating and establishing a new chapter office. The Board will need to research and get financial information from the staff for past year's expenditures for rental for small seminars, food, AV rentals in order to perform a cost analysis to relocate the chapter office.
 - Ms. Cimino is concerned with the expenses of paying for office space. This board has changed the philosophy and is deeply involved in the committees, chapter events and more hands on. She's used to working as equal partners and feels that the roles are changing and Ms. Cimino feels she's had to take a step back in the leadership of the chapter.
 - Ms. Cimino would like to have a better understanding of the benefits the Board believes the Chapter will gain by renting office space.

Mr. Alioto departs meeting.

- Ms. Cimino is concerned that this changes her work concept of being a home-based business and is concerned she could lose her great staff. There are lots of things to be considered with this type of move.
- Ms. Cimino will have Jennifer get the numbers together that Mr. Alioto has requested. Mr. Alioto will email to the Board.

Mr. Hasselman motioned to adjourn the meeting at 6:31 p.m. Mr. Saylor seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

November 26, 2017
Date