

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
October 18, 2017
Michael's Eighth Avenue

The meeting was called to order by Gianna Rahmani at 12:00P.M.

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

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

Approval of Minutes – Mr. Alioto motioned to approve the September 20, 2017 minutes, as presented. Ms. Harlan seconded. Approved.

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

Education Committee

- A request was made by the volunteers who are coordinating a 2018 breakfast seminar on “Resilient Communities”. They would like their program to be in March. The Committee also requested authorization to provide air fare and hotel to bring in a manager from Houston who survived the Miami and Houston hurricanes as a speaker. Ms. Harlan motioned that the Board authorize a NTE \$1,500 to fly in Shannon Boogades of Associa to speak at the seminar.
- The Board assigned the Breakfast Seminars as put forward at the Annual Planning Retreat as follows:

February	Time Management
March	How Resilient is your community?
April	Conflict Resolution, Can we Talk?
May	Basket Cases
September	A Profession Buffet – Get your questions answered.

Ms. Harlan motioned to approve the above seminars and the assigned months. Mr. Hasselman seconded. Approved.

- The Board discussed Ms. Blackburn’s proposed Human Resource Workshop, the venue and cancellation threshold. Mr. Hasselman motioned to accept this workshop as a weekday program, 1st week of June if space is available.
- The Board reviewed the course evaluation results for the Board Leadership Development Workshop that took place in September. The Board expressed concerns over the evaluations which they take to heart. The Board discussed looking into some additional Managers that the chapter could consider. Instructors would be required to audit the course prior to instructing. They then teach a course with other Instructors and based on the recommendation of the Seminar Instructors would be approved to teach the course.
- Mr. Hasselman stated that he would be sending out an email to the Board to give everyone a chance to come up with names of additional, qualified managers to widen the talent pool.

- The Board reviewed the financial worksheet for the Board Leadership Development Workshop and was very pleased with its success.
- The November 3rd Board Leadership Development Workshop in Fenwick currently has 18 people signed up.
- The previous year's attendance was much higher. Asking the Education Committee to come up with a new name for the event for next year to garner more attendance.
- Mr. Hasselman motioned that the Education Committee adopt a submissions type program to collect seminar topic ideas for next year's seminars, much like the Washington Chapter does. They will need to put together an outline and submit to the Education Committee for their review.
- The Homeowner Seminar "Board Governance – How to Stay Out of the Attorney General's Office" October 14th currently has **8 attendees registered.**

Membership Committee

- Minutes from Membership Committee Meeting were accepted.
- CAI National Homeowner Membership dues are being restructured. The new dues pricing starts October 1st and is a flat rate for 2 to 15 Board members.
- Chapter membership is down to 845. Ms. Harlan asked for a table at the Expo for a membership drive to get new homeowner members. Staff will get membership materials for her table. New members presently receive a free breakfast seminar coupon. Mr. Hasselman motioned that the membership table will keep track of who visits their table and the first 50 people who join within 30 days of signing up at the Expo will receive a \$50 gift card.
- Ms. Cimino stated that membership reports from the National office the chapter receives come once a month..
- Mr. Hasselman motioned that the membership table will keep track of who visits their table and the first 50 people who join within 30 days of signing up at the Expo will receive a \$50 gift card.
- July & August statistics
 - Expired Members
 - New Members
 - Matrix Report
 - July 2016 - 852 members
 - August 2016 - 841 members
 - July 2017 – 844 members
 - August 2017 – 845 members

EXPO Committee

- To date there are **149** HO's, **198** Managers & **24** BP's registered for the expo
- Total Registrations as of October 16th **371**
- Expo monitoring team to be Mr. Alioto, Mr. Clark, Ms. Cimino and Ms. Hancock.
- Ms. Harlan and Mr. Taylor will man the membership table inside the expo.

DelMarVa –

- Eastern Shore Committee has a third conference call scheduled for October 19th in order to address speakers for their seminar.

Newsletter Committee

- Minutes from Newsletter Committee Meeting were accepted.
- Mr. Clark requested that the titles of the issues be changed, due to the timing of the printing. The titles will now be: Fall/Winter, Winter/Spring, Spring/Summer, Summer/Fall.

Finance Committee

- Account Balance Summary – as September 30th was reviewed
- Profit & Loss – Year to Date Report as of September
- Bank Statements – September
- Budget Committee meeting is scheduled for November 6th
- Mr. Alioto stated that the CD with USPSCU has an automatic renewal. Mr. Alioto motioned that the CD is not to roll over unless there are no competitive CDs available Mr. Saylor seconded. Approved.
- The Treasurer will bring the CD rates to the board at their May 2018 Board meeting.

Holiday Social

- Ms. Cimino updated the Board on sponsorship sales. We had \$10,900 sponsorship sales in 2016. We are currently behind with \$8,000 in sponsorships.
- Copy of Invitation was reviewed.

Nominating Committee

- Ballots were mailed to membership October 2nd
- After the date the mail house received the chapter database (9/25/17) we received National's membership reports for the month of September (10/5/17). Discussion ensued regarding offering a special exception to two ballots that fell in between the two dates above.
- Mr. Hasselman motioned to send the two ballots in question. Mr. Clark seconded. Approved.
- Going forward, this will be addressed by the board on a case by case basis if and when a member has a concern.

NEW BUSINESS

- There were no applicants for the Manager Scholarship Program for 2018. Therefore the Chapter will be refunding those monies back to the sponsors.
- TLG Management Contract – The Board discussed the Scope of Work and the option to add it as an addendum to the TLG contract. Ms. Cimino indicated that this scope of work is a document that changes regularly as office procedures change. Ms. Harlan motioned for the TLG contract to be updated to include the additional HR seminar event in June as well as attaching the Scope of Work as Addendum A to the contract with a signature line. Mr. Hasselman seconded. Approved.
- Mr. Alioto asked that Ms. Cimino update the contract and present to the Board at their November Board meeting for discussion and decision. Mr. Hasselman seconded. Approved.

Mr. Hasselman motioned to adjourn the meeting at 2:00 p.m. Ms. Harlan seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

October 31, 2017
Date