

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
September 20, 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, 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. Hasselman seconded. Approved.

Approval of Minutes – Mr. Alioto motioned to approve the July 19, 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

- The Board discussed the Planning Retreat and was pleased with the Committee Chair leading the discussion.
- Mr. Clark motioned to accept the proposed Breakfast Seminars as put forward at the planning retreat. Ms. Harlan seconded. Approved.
- Ms. Cimino reviewed Ms. Blackburn's proposed Human Resource Workshop which would be geared towards Owners and Upper level management of management companies. Mr. Alioto suggested sending this to the Education Committee to work on as an additional course for 2018. Ms. Harlan motioned to forward the HR workshop information to the Education Committee for their review and input and for the committee to present to the next Board of Directors.
- The Board reviewed the financial worksheet for the Planning Retreat and is interested in other site options that might be more economical.
- 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 for next year's seminars, much like the Washington Chapter does. They will need to put together an outline and submit to the Board to review.
- The Homeowner Seminar "Board Governance – How to Stay Out of the Attorney General's Office" October 14th currently has **8 attendees registered.**

EXPO Committee

- Sold out, table tops in the hallway (11) tables in hallway (41) tables inside (33) booths
- Sponsorship sales update 2017:**\$10,825** 2016:**\$12,150**
- Sponsorships from the Eastern Shore 2017: **\$9,800** 2016: **\$7,700**
- Ellen Throop is the Chair and will lead the introduction.
- The only board member not attending is Mr. Alioto.

- Ms. Rahmani stated that she would like to add to the script for the Expo to recognize the Expo Committee.

Membership Committee

- Minutes from Membership Committee Meeting were accepted.
- CAI National Homeowner Membership fees have been restructured. The new pricing starts October 1st and is \$250 for 3 or more Board of Directors – up to 15 members.
- Chapter membership is down to 845. Ms. Harlan asked for a table at the Expo to hold a membership drive to get new homeowner members. Ms. Harlan will decorate the table. Staff office will promote new application and brochures.
- The membership drive will include a free breakfast seminar and a cash back coupon if they join the chapter within 30 days of signing up at the Expo,
- Ms. Cimino stated that it takes 5 weeks to get membership information from the national chapter.
- 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

DelMarVa –

- Eastern Shore Committee had a good conference call on Thursday, September 15th. They have decided to have the 2018 March Breakfast Seminar address Emergency Preparedness.
- Mr. Alioto queried the reason for the lower rate for Eastern Shore seminars. Ms. Cimino explained that about 5 years ago the Board agreed that the registration fee for the Eastern Shore March Breakfast Seminar would be reduced since Ms. Iris Hobbs volunteered to sell sponsorships to offset the cost of the event.

Newsletter Committee

- Minutes from Newsletter Committee Meeting were accepted.
- The Committee is working on the Fall Issue and articles are coming in.

Finance Committee

- Account Balance Summary – as of July & August 31
- Profit & Loss – Year to Date Report July & August
- Bank Statements – July & August
- Mr. Alioto, Mr. Mott and Mr. Taylor will form the Budget Committee and will schedule a meeting in November to meet.
- Mr. Alioto would like to go over invoices with Ms. Driscoll in the later part of October.

- Ms. Cimino and Ms. Driscoll will put together a proposed budget for the Budget Committee to review in November.

Holiday Social

- The Annual Meeting will take place 5:00p.m. followed by the holiday party.

Nominating Committee

- Mr. Alioto discussed the eligibility of the slate of members running for office for 2018. Ms. Rahmani recused herself from the discussion as Ms. Windisch is a manager with her management company.
- Mr. Mott motioned that Ms. Windisch is not qualified as she doesn't meet the criteria specified regarding committee membership.
- Discussion focused on the language in Article IV, Section 2 of the ByLaws regarding not serving on the Nominating Committee if you plan on running for the Board.
- Mr. Mott motioned that the Board form a sub-committee to evaluate the Nominating process and provide clear language in the election materials with timelines, dates and hours to be followed going forward.
- Mr. Mott motioned that the slate of nominees be the following:
Maura Hancock, Valerie Robinette, B.K. Swartwood, Frank Valentine and Kerri Zander. Mr. Saylor seconded. Ms. Hancock recused herself from the vote.
Approved.

NEW BUSINESS

- Sponsorship & Advertising income and rates for review.
- Ms. Cimino asked the Board for suggestions on the current rates.
- Mr. Mott motioned that we keep the advertisements and sponsorships at their current rate and re-evaluate next year. Mr. Alioto seconded. Approved.
- Manager Scholarship Program for 2018 (no applications received)
- Update on 2017 Scholarship Winners Progress – One did not pass.
- TLG Management Contract – The Board tabled discussion regarding TLG's Management fee increase until the October Board Meeting.

Mr. Alioto motioned to adjourn the meeting at 2:00 p.m. to go in to Executive Session. Mr. Mott seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

September 30, 2017,
Date