

**CAI CHESAPEAKE REGION CHAPTER**

**Board of Director's Meeting**

**April 11, 2018**

**Michael's Eighth Avenue**

**Edited on 4/25/18**

The meeting was called to order by Ruth Harlan at 12:45 P.M.

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

Mr. Clark motioned to accept the agenda. Mr. Alioto seconded. Approved.

Mr. Alioto motioned to approve the March 14,, 2018 minutes. Mr. Mott seconded. Approved.

**TREASURER'S REPORT**

See Finance

**CED MANAGEMENT AND COMMITTEE REPORTS**

**Education Committee**

- Bill stated 23 were in attendance for the Board Leadership Development Workshop on March 3<sup>rd</sup>. Evaluations were favorable; money was made not a loss.
- March 14 Disaster Preparedness Breakfast Seminar, overall reviews were good which was surprising since not such a "strong" program and money was made.
- Ms. Cimino stated that there were leftover handouts from the Delmarva Disaster Preparedness Seminar so she put them out for anyone to take at today's seminar. She noted that a link was added to the handout that enables Board members to view a template of a Disaster Preparedness Plan that they can customize to their specific association. Ruth requested the link be emailed to the membership.

- Camille believes the upcoming 4/28 HO Seminar on Social media will be well attended, approx. 30.
- Bill stated that there has been little response for “Call for Presentations” with deadline fast approaching but hopes this effort continues annually.
- Bill thought today’s BK seminar seemed a little off topic because it addressed air bnbs and comfort animals. Camille noted that the seminar description in the promotional literature did mention that these items were going to be covered.
- Ruth stated she spoke to an experienced community manager (CM) that would like newer topics on a level geared towards seasoned managers. When asked to offer suggestions, “too busy” was the response Ruth received. Ruth also reiterated that having National at a BK seminar would be a good idea. The Board requested that Bill remind presenters on quality of slides if being used.
- Allen requested that perhaps on the BK seminar evaluation summary sheets another column be added to show the math of the evaluations.

#### **EXPO Committee**

- The EXPO will be held Tuesday, October 30, 2018.
- Their first committee meeting will be held in April 24th.
- Ruth reiterated that we invite National to attend.

#### **Membership Committee**

- Ruth stated the following:
  - Continued efforts to get vendors (i.e. janitors) to join CAI.
  - Research is still underway as to whether we will establish a Marketing sub-committee/committee under membership.
  - Suggested there be a drawing at the BK & HO seminars and BLDW for free tickets to the 2018 Expo. If a Manager wins they receive (1) free coupon. If a Homeowner wins, they will receive (2) free coupons.  
**Bill moved to approve this.**
- Future podcasts could be researched by the future marketing sub-committee. BoD would want to approve any vendor programs for cell phone podcasts. The cost would need to be researched.

- Camille stated we have 976 total members; 40 welcome kits just sent out and that National grew from approx. 34,000 to 38,000 in last few months.
- Allen suggested that the membership committee be recognized for outstanding work. The BoD agreed to recognize all committees at next year's BK seminars.

### **DelMarva**

- Allen attended his 1st Breakfast seminar there on 3/23 and it was a great success, full house. He stated the committee and attendees would like to have another.
- Iris Hobbs provided input to Camille that having 2 next year, perhaps it might be doable to have one in Jan/Feb and then again April/May so as not to compete with selling of Expo booths and sponsorships.
- Ruth requested that the Chapter office survey the Eastern Shore members to see if they would support a second Breakfast seminar and ask them about the time of year.

### **Newsletter**

- Rod stated they have all the articles they need for the upcoming publication.
- Ruth suggested mailing to the state representatives/delegates.
- **Allen motioned to send a hardcopy Beacon to all members of the Senate & House Real Property Committees. Neil seconded. Approved.**

### **Finance**

- Committee requested in order to transfer funds; two (2) signatures are required. Auditor proposals were reviewed. Once audited, the Finance Committee will review the budget with auditor's suggestions; tabled Quickbooks adjustments for now. Rod asked that the credit card statements be attached to the Finance Committees financial reports from the staff.
- Rod stated that Sarfino & Rhodes, LLP is the preferred auditor for 3 years to conduct the audit and prepare the Income Taxes and 990 for the Chapter. Cost for the first year is \$8500, second year \$8750 and third year \$9000.
- **Neil motioned to approve; Bill seconded. Approved.**

### **Holiday Social**

- Holiday Social is November 16th.

- Gary stated that Valerie Robinette requested the hotel menus early for committee review at the 1st meeting tentatively set for July.

## **Golf**

- Golf outing is June 20<sup>th</sup> at Waverly Woods in Marriottsville, MD
- Camille stated that the committee was hopeful all sponsorships would be sold by now but there are still a few more they are working on. Adam's Ribs will still cater.
- Ruth stated that the 25 year Anniversary of the Golf Outing will be approaching in a couple years and that perhaps the future BoD can recognize any long time golf sponsors with a plaque or some equivalent.

## **Nominating**

- Ms. Rahmani, as Immediate Past President, will not chair the Nominating Committee in 2018 for she is moving out of state.
- Allen, as President-Elect, will chair and Bill (both business partners) offered to be on the committee. They are currently reviewing the nominating procedures.
- Camille reminded the BoD that the committee can't have more than 2 people of the same member category. The Board suggested we ask Todd Wawrzeniak and Barry Yatovitz and Christian Klarner. Allen will contact.
- Neil, Gary & John will be going off the BoD; Rod & Ruth plan to run again, Bill, Maura & Kerrie remain and Allen is President Elect.

## **LAC**

- Session ended midnight on Monday. Summary will be included in Fall Beacon.
- John reported that licensing of CM's did not pass. There was BoD discussion whether this bill should be supported as it appears. HO's want it but some CM's (and their employers) do not. Electric car stations for communities also did not pass.
- What did pass: Elevator Inspections by a 3rd party vs. county; allowing HO's to testify to sponsor a bill and the ability to change the Declarations on non-essential issues.
- BoD wants to better understand their role with LAC. Camille stated that LAC is a National committee not a Chapter committee and we/Maryland have 3

representatives as well as DC metro plus the LAC may appoint members-at-large. Camille will confirm protocol if there is an issue/matter to be raised with LAC and update Ruth & Allen at the upcoming Membership Retreat.

## **OLD BUSINESS**

- Camille emailed and printed all contracts for the BoD.
- Ruth suggested that perhaps next year, the President holds an extra key for the offsite storage unit.
- Camille reached out to other chapters to see who has a marketing committee. Illinois and DC Metro are the only two out of who was contacted that have the committee but they have a dedicated staff employee that handles it.
- Ruth obtained information (i.e. Podcasts) by being a Judge for National's "Excellence Awards". She shared information with Gary & Kerrie.
- The Operations manual is a work in progress for the next few months, items such as website host will be included. Camille provided a Table of Contents that the BoD approved.
- Ruth sent the BoD the "Action Items" for the year. Maura provided input, Ruth will revise and send to Camille.
- Kerrie and Gary are continuing to research the feasibility of establishing a Marketing sub-committee/committee.

### **Office Research Committee /Relocation of Chapter Office**

- The Board feels they have a fiduciary responsibility to look to the future and plan for all possibilities in researching alternate office locations.
- Allen sent a spreadsheet with office space possibilities. They are waiting to receive further information from the MD Dental Association.
- Bill & John provided updates on continued efforts, focusing on 2 specific locations that seem to be within our budget. Hopeful to have conceptual drawings & costs by next meeting.

## NEW BUSINESS

“Congratulations! The CAI Chesapeake Chapter was selected to receive the Best Net Retention Award (89%) for a Very Large Chapter in the 2017 calendar year. Awards will be presented at the General Session of the conference on Friday, May 11th at 9:00 a.m. Allen & Camille will receive the award on behalf of the Chapter.

- Camille & Allen (maybe Ruth) will be attending National. Bill & Kerrie will be exhibiting/sponsoring.
- Ruth suggested that BoD consider approving/funding for the Chapter President to National every year.
- Kerrie asked who took the minutes before Maura and was advised that B.K. Swartwood volunteered and before that staff member Angela was paid. There are no BoD members interested in volunteering for next year therefore, Kerrie will research and provide the BoD with information on hiring a recording secretary for 2019. **Ruth motioned; Bill seconded. Approved.**

Mr. Alioto motioned to adjourn the meeting at 2:36 p.m. Mr. Hasselman seconded. Approved.

Respectfully submitted by:

Kerrie Zander  
Kerrie Zander, BoD @ Large

April 12, 2018  
Date