

**CAI CHESAPEAKE REGION CHAPTER**  
**Board of Director's Meeting**  
**February 14, 2018**  
**Michael's Eighth Avenue**

The meeting was called to order by Ruth Harlan at 12:08 P.M.

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

Mr. Alioto motioned to accept the agenda, as amended. Ms. Harlan added several items including annual audit, office research, meeting with National, CAI Governance and Board communication. Mr. Mott seconded. Approved.

Mr. Alioto motioned to approve the January 10, 2018 minutes. Mr. Clark seconded. Approved.

**TREASURER'S REPORT**

Mr. Clark, Mr. Alioto and Ms. Cimino met yesterday to review an interim budget. They would like staff to look into tracking the costs for the seminars individually within the profit and loss statement. Board will be getting pricing for annual audit. The Finance Committee will be looking at investments to get the best rates.

The Finance Committee will consist of John Taylor, Allen Mott, Gary Saylor, Neil Alioto and Rod Clark will be the Chair of the Committee.

Mr. Clark motioned to form the Finance Committee and he will develop a charter to be sent in to the staff. Mr. Taylor seconded. Approved.

The Finance Committee will draft an investment policy. Mr. Clark requested that each budget be dated to avoid confusion.

Sponsorships were discussed. We have 18 Platinum sponsors this year. Gold sponsorships are down. This will be a conversation when reviewing future budgets.

A request was made of the staff to supply a listing of last year's sponsorships and this year's sponsorships to the Budget Committee and the Board.

**CED MANAGEMENT AND COMMITTEE REPORTS**

**Education Committee**

- Education:
  - Number of attendees for March 3<sup>rd</sup> Board Leadership Development Workshop - 6
  - April Breakfast Seminar Outline & Speakers – Mr. Hasselman has contacted the coordinators, Kara Persimohn and Ellen Throop. They are providing him with the outline. He believes it has a good set up.
  - Mr. Hasselman asked if the Board wanted him to critique the next seminars. The Board approved Mr. Hasselman's request.

- Call for Presentations – Ms. Cimino presented a draft Call for Seminar Presentation Proposals. The request has a May 1<sup>st</sup> dead line in order to bring the topics to the Education Committee before they meet. This will be mailed to the entire membership.
- Ms. Harlan stated that in her and Ms. Cimino’s meeting with National, National offered to attend Chesapeake Chapter seminars to answer questions on federal, state legislation. The Board felt this would be a great idea to help kick off the 2019 seminars.
- Finance Committee will work up an Expenses to Revenue (E&R) chart for the seminars.

**EXPO Committee**

- The EXPO will be held Tuesday, October 30, 2018.
- Their first committee meeting will be held in April.

**Membership Committee**

- Meeting Minutes were reviewed.
- January statistics
  - Expired Members
  - New Members
  - Matrix Report

Total Members as of 1/31/17 - 834

Total Members as of 1/31/18 - 911

- Mr. Alioto went through the directory of membership and is concerned there are areas where we are lacking members in certain segments of the industry such as chimney cleaning, plumbers, floor cleaning. Mr. Alioto wants the membership committee to explore these areas for new membership. Mr. Alioto will send his list to the board and ask that the board add on to that list.
- Ms. Harlan requested that staff provide the Board with a list of all our Delmarva members including a breakdown by member type. Ms. Harlan would like the number of Delmarva members to be included in the Board packet each month.

**DelMarva**

- Update on 2018 March 23<sup>rd</sup> Breakfast Seminar "Should of, Would of, Could of – What I would have done differently if I had only known!" Disaster Awareness & Preparation
- Brochure was reviewed.
- Ms. Harlan is interested in seeing the E&R for Delmarva seminar.
- The Board discussed inequity of rates within the chapter to have members and non-members paying the same rate. Mr. Alioto questioned why the Delmarva seminar registration fee is lower than our local breakfast seminars.
- The Board suggested that in preparing for 2019 seminars that the committee look at their E&R and come up with ideas and ways to grow membership.

- Mr. Mott will report back to the Board with their post-mortem from the March seminar.

#### **Newsletter**

- Meeting Minutes reviewed.
- Winter/Spring issue at designers.
- Mr. Clark discussed benefits that are coming out from National. The free webinars will be listed in the next newsletter.
- The Committee discussed selling ads
- Ms. Gail Windisch was appointed as Co-Chair. Staff will look at National Bylaws to see who the responsible party for appointments is.

#### **Finance**

- Discussed under Treasurer's Report.

#### **Holiday Social**

- Holiday Social is November 30<sup>th</sup>.
- Committee will talk about a theme for the event. They will meet in June or July.

#### **Golf**

- Meeting Minutes reviewed.
- Golf outing is June 20<sup>th</sup> at Waverly Woods in Marriottsville, MD
- Staff sent out First Right of Refusal letters and is working on brochure
- Committee meets on February 23<sup>rd</sup>

#### **Nominating**

- No Report.
- Ms. Rahmani, as Immediate Past President, would chair the Nominating Committee in 2018. President Elect will come back with names for Nominating Committee. They will review the election procedures and the structural verbiage of the committee language.

#### **OLD BUSINESS**

##### **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. Mr. Hasselman will send the board an email on possible locations for office space.

#### **NEW BUSINESS**

- **CAI National – Business Partner Essentials Class**

Discussed that there are continuing education credits for AMS & PCAM but not CMCA when putting on an educational Lunch & Learn.

- Board discussed the **CAI National Governance Manual** relating to the relationship between the National Office and the National Board of Directors.
- **Board Communication** – Ms. Harlan requested that any communication to one board member goes to the entire Board.
- Ms. Harlan created the Office Research sub-committee. It will consist of Mr. Mott, Mr. Hasselman & Mr. Taylor. Mr. Mott made a motion Mr. Alioto seconded the motion and it passed 9-0.
- Ms. Harlan stated that the Board may hold some executive sessions for CED evaluations.
- Ms. Zander motioned that the option to call an executive session shall be on the Board agenda as a regular item and that it be at the beginning of the agenda. Mr. Hasselman seconded. 7-2 (Mr. Alioto and Ms. Hancock opposed).

Mr. Alioto motioned to adjourn the meeting at 2:13 p.m. Mr. Clark seconded. Approved.

Respectfully submitted by:

Maura C. Hancock  
Maura C. Hancock, Board Secretary

February 28, 2018  
Date