

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
January 10, 2018
American Community Management Offices

The meeting was called to order by Ruth Harlan at 4:35P.M.

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

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

Mr. Alioto motioned to approve the November 15, 2017 minutes, as amended. Mr. Hasselman seconded. Approved.

WELCOME NEW BOARD MEMBERS

Ms. Harlan welcomed and introduced Ms. Zander to the Board. Ms. Harlan asked that each of the board members go around the table and introduce themselves and give a little background information so that the board members could get to know each other better, outside of the CAI chapter business.

Ms. Cimino provided Ms. Zander with the New Board Member Orientation Manual.

Ms. Harlan asked that staff email all of the board members a copy of the signed contract with TLG which includes the scope of work.

PRESIDENT REPORT

Ms. Harlan stated that she is looking forward to 2018 and what it will bring. She is going to be contacting all of the Committee Chairs to see if they would like to continue in that capacity. She will be looking for input from the Board liaisons for additional guidance.

Ms. Harlan called for the election of Chapter Board officers. Mr. Alioto nominated Mr. Mott to be "President Elect". Mr. Saylor seconded the motion. Mr. Mott accepted. Approved.

There was some discussion with regards to the position of Secretary. Mr. Mott nominated Ms. Hancock to be Vice President and Secretary. Mr. Hasselman seconded the motion. Ms. Hancock accepted. Approved.

Mr. Alioto nominated Mr. Clark to be Treasurer. Mr. Mott seconded the motion. Mr. Clark accepted. Approved. Mr. Alioto stated that he would continue to oversee the Treasurer's position until Mr. Clark returns from Florida in February/March.

The Board reviewed the Committee Chairs and Board Liaisons. It was agreed by the Board that each committee would have only one Board liaison. The Chairs and Co-chairs were reviewed. The listing below represents the current liaisons and chairs. Ms. Harlan will call all the chairs to discuss their role and will bring back any changes to the February meeting.

| Committee | Board Liaison | Chair | Co-Chair |
|---------------------------|----------------------|--------------------|--------------------------|
| Budget | Rod Clark | Allen Mott | John Taylor |
| Delmarva | Allen Mott | Chad Toms | |
| Education | Bill Hasselman | Vicki Eaton | |
| EXPO | Kerri Zander | Ellen Throop | Michael Romano |
| Golf | Maura Hancock | Scott Karam | Kara Permisohn |
| Holiday Social | Gary Saylor | Valerie Robinette | |
| MD - LAC | John Taylor | Interning w/MD LAC | |
| Membership | Ruth Harlan | Missy Schwartz | Conference call question |
| Newsletter | Rod Clark | Dani Bressler | |
| Nominating | Ruth Harlan | Gianna Rahmani | (Ruth will call Gianna) |
| PMDP On-Site Registration | | Jonathan Rosenberg | |

Ms. Harlan asked for staff to email all chairs their committee charter and the By-laws. The Board Liaison will review the responsibilities of the committee members with the Chair and ask that the charter be read aloud at the first committee meeting and be disbursed to the membership.

Ms. Harlan sent out an email that she requested each of the board members answer and return to her. She will compile the listing within the next week. Ms. Harlan is also requesting that anyone with any issues with National email their concern to staff as Ms. Harlan and Ms. Cimino have a February meeting with them and would like to speak to these issues.

Ms. Harlan brought up the possibility of sending out a survey to the membership to get an idea of the long-term plans and concerns they may have for the Chapter. Mr. Mott motioned to establish a sub-committee to come up with questions for the survey. Mr. Hasselman seconded. Approved. Ms. Harlan, Ms. Hancock and Mr. Mott volunteered for the sub-committee. Ms. Cimino has asked Chapter CED's if there are any survey templates that we can review.

Ms. Cimino stated that there is a Vision and Mission statement that goes to National along with the Recertification package each Chapter sends to National annually. Ms. Harlan and Ms. Cimino plan on reviewing this document and perhaps use it as a reference when setting goals for the year.

CED MANAGEMENT AND COMMITTEE REPORTS

Education Committee

- Education:
 - November 2nd Bd Leadership Development W/S Evaluations
Ms. Harlan brought up the fact that there were complaints on the evaluations regarding not enough Delaware information. In order to accommodate the Maryland/Delaware issue, the Chapter will be offering 2 BLD workshops, the Friday's seminar (Fenwick Inn) will address the Maryland residents and the Saturday seminar (Hampton Inn Rehoboth) will address the Delaware residents.
 - November 2nd Bd Leadership Development W/S Financial Recap reviewed.
 - February Breakfast Speakers – Mr. Hasselman stated that he does not yet have the name of the speaker for February seminar but does know it will be a professional speaker from Dale Carnegie. Mr. Hasselman will finalize

speaker tomorrow, January 11th and supply the Board with pricing information.

- March Breakfast Speakers have been finalized. The coordinators are meeting on January 16th to finalize speakers and outline. The coordinators and speakers will have a conference call within the next 10 days. Ms. Cimino offered the chapter conference call number for call-ins. Ms. Harlan asked that the speakers cover the update from FEMA regarding covering HOAs.
- All handouts need to be in the Chapter's hands two weeks prior to the seminar to insure copies are ready for the morning of the seminar.
- 2018 Breakfast Seminar Brochure was reviewed.

EXPO Committee

- Ms. Cimino stated that this EXPO had the most attendees – 475. Mr. Hasselman asked Ms. Cimino what she thought was the reason for the high attendance. Ms. Cimino stated that she felt it was the topic and speaker. Mr. Hasselman wanted to know how we compared to the 2016 Expo. 2016 Expo made an additional \$2,000. The 2017 loss was mainly due to sponsorships being down.
- Ms. Cimino reviewed the letter to be sent to the list of late vendors. Mr. Hasselman motioned to send the letter. Mr. Mott seconded. Approved.
- Mr. Mott and Mr. Saylor will put together a written position paper on concerns regarding giving appropriate support to the Eastern Shore (i.e., EXPO).

Membership Committee

- Ms. Cimino reviewed the November statistics with the Board. Ms. Cimino stated that the Chapter just heard from National and the Chapter was at 904 members as of 12/31/17 surpassing Ms. Rahmani's goal of 900 members by the end of 2017.
- Ms. Cimino stated she believed that the bump was due to the reallocation and restructuring of CAVL memberships which has brought in more homeowners to the Chapter.

DelMarva

- Update on 2018 March Breakfast Seminar "Should of, Would of, Could of – What I would have done differently if I had only known!" Disaster Awareness & Preparation
- Brochure reviewed.

Newsletter

- Meeting Minutes
- Winter/Spring issue is on its way to the printer.

Finance

- Account Balance Summary – as of December 31
- Profit & Loss – End of Year
- Bank Statements – December
- Mr. Alioto repeated that he is not receiving an accurate accounting of the account balances because he does not know what checks are outstanding and what invoices are to be paid. Ms. Cimino stated we had not yet received the December bank statements. In addition, Mr. Mott requested that the final 2017 numbers also be note

in the “2018 projected budget” prepared by staff. Mr. Alioto would like the final accounting of the 2017 accounts as soon as the December statements are received. Staff to forward End of Year financials to all Board members once final bank statements are received.

- Mr. Clark and Ms. Cimino will discuss ways to address this going forward in 2018.
- Mr. Hasselman suggested moving the January meetings to mid to late-January to allow for the bank statements to be received by the staff and allow for the year-end summary to be given to the Board and Budget Committee.
- Mr. Mott motioned to table the approval of the 2018 budget until the actual 2018 year-end numbers can be completed. Mr. Alioto seconded. Approved.

Holiday Social

- Board reconfirmed the 2018 Holiday Social will be held on November 30th. Ms. Cimino stated that the Holiday Social Committee expressed interest in changing the venue for 2018. The Board had asked staff to look into Martin’s West. Ms. Cimino reported that Martin’s West had other clients holding November 30th.
- Mr. Alioto motioned that we keep the Westin venue for 2018. Mr. Mott seconded. Approved.

Nominating

- Ms. Rahmani, as Immediate Past President, would chair the Nominating Committee in 2018. Ms. Harlan will contact Ms. Rahmani to see if she is able to do so.
- Mr. Saylor motioned to create a sub-committee to review the nominating procedures that were tabled to this year. Mr. Mott seconded. Approved. Mr. Mott will chair the sub-committee. The sub-committee is comprised of Ms. Harlan, Mr. Mott, Mr. Saylor, and Mr. Taylor.

OLD BUSINESS

Relocation of Chapter Office

- Mr. Mott gave Ms. Zander, as a new Board member, an overview of the Board’s discussion and consideration of renting space to house the Chapter office. The Chapter has grown substantially and we are financially solvent. The Board feels that this could be a good move to allow for committee meetings and maybe some seminars to be held in the new office space.
- Ms. Harlan stated that she reached out to all Chapters to see how may rent space. She provided the Board with a chart of the responses she received of those that responded to renting space. Ms. Cimino has reached out to some CEDs of very large Chapters to see where their offices are housed. They all lease space but said they wish they could take the money and invest it back in the membership instead of brick and mortar. Most did not host meetings or events at their office.
- Mr. Alioto and Ms. Hancock mentioned the need to know the current expenses, proposed expenses and having a budget number that the board is comfortable with.
- Ms. Zander queried how many members stop by the office now and what meetings are held at the Chapter office. Ms. Cimino responded that she does not receive requests for members to come to the office and the golf committee is the only one that has meetings in Annapolis.

- Ms. Harlan and Mr. Mott, both stated the see a need to put together a Business Plan before moving forward.

Ms. Cimino spoke to the challenges of changing the office location and her concern as to whether the Chapter can afford the expense of renting. She feels the Boards needs to determine whether there is a “need” to rent space.

NEW BUSINESS

- 2018 Calendar/Finalize Board Meeting Dates - The Board reviewed the Board dates. Ms. Harlan motioned to move the start time of Board meetings held at ACM to 4:00p.m. Mr. Mott seconded. Approved. Mr. Taylor will call in to those meetings that do not fall on a seminar day.
- Ms. Cimino reported that the sponsorships for all of the 2018 Breakfast Seminars were sold out by January 1st.
- Board did not discuss the bullet points listed below:
 - 2018 Advertising & Sponsorship Brochures
 - Review Chart of Sponsorships sold to date
 - Review Chart of Advertising sold for Member Directory & Beacon
 - CAI National – Chapter Awards Entry Form
 - CAI National – Chapter Awards Guidelines
 - CAI National – Business Partner Essentials Class Information (table for February Board meeting)

I. MATTERS FOR BOARD INFORMATION

- Board Contact List

Mr. Alioto motioned to adjourn the meeting at 6:55 p.m. Mr. Mott seconded. Approved.

Respectfully submitted by:

Maura C. Hancock
Maura C. Hancock, Board Secretary

January 11, 2018
Date