

CAI CHESAPEAKE REGION CHAPTER
Board of Director's Meeting
September 26, 2018
Michael's Eighth Avenue

The meeting was called to order at 12:14 p.m. by Ruth Harlan.

Board members present were Ruth Harlan, Neil Alioto, John Taylor, Maura Hancock, Allen Mott, Gary Saylor, Bill Hasselman and Kerrie Zander. Rod Clark joined the meeting by phone.

Also present were Camille Cimino, CED, Nan Blake, Recording Secretary and Andre Brown, Project Manager of New Chapter Office Space

Ms. Harlan requested to amend the agenda to have Mr. Brown speak first. Mr. Alioto motioned to accept the agenda as amended. Ms. Hancock seconded. Approved.

Mr. Alioto motioned to accept the minutes of the July 17, 2018 Board of Directors meeting and the August 10, 2018 Board Work Session minutes as submitted. Ms. Harlan seconded. Approved.

Office Space Update (Andre Brown)

Andre Brown of Multi-Build Developers Inc. has been hired to oversee the renovation of CAI Chesapeake Region Chapter's new office space. Mr. Brown is an electrical engineer and has had advanced legal training to provide his clients with contractual guidance. He has known Allen Mott for 20 years. He is also very familiar with the permit process.

Current status details:

- Trinity First Drafting has been hired. They will work with the architect to develop feasibility layouts.
- Mechanical, plumbing and electrical schematics for the building have been requested.
- Sprinklers are fixed and rooms need to be placed where there will be maximum coverage.
- Current space can be opened up to create a large conference room. A storage room and private office space are suggested.
- Working with the existing exhaust and ducts to help keep expenses down.
- Lights can be moved and will be finalized after the furniture layout is confirmed; changing to LED fixtures is recommended.
- Working on the kitchenette layout with a counter microwave.
- Overall renovation cost is estimated at \$50 per square foot.
- A fire rated demising wall is needed. Area is not up to current fire code. A second egress is needed. The Board agreed that the second egress should be located at the front.
- The landlord can do a straight ADA ramp but a parking spot would be eliminated. The ramp may be L-shaped. The unisex bathroom on the first floor is ADA accessible. The architect will research what code items are grandfathered and can remain as is.
- The Board reviewed a blueprint of the space and provided suggestions. More discussion is needed to finalize plans.

- Mr. Hasselman motioned to place the staff work area at the front of the building where it will get the most light. Mr. Alioto seconded and the motion passed with all in favor.
- Ms. Zander and Mr. Saylor will research signage information. Directional exterior signage will be needed and a decal for the door. A free standing lighted sign at the entrance was suggested. Information on city code for external signs is needed.
- Ms. Harlan and Ms. Hancock have been in contact with Heidi at the Dental Association to discuss which furniture items may be available for purchase. Ms. Cimino will work with Ms. Hancock for setting up the space.
- Mr. Mott is working to develop a plan to complete the project. Mr. Mott said that many decisions will be driven by cost and that he will have a better idea of the direction after Mr. Brown and Mr. Hasselman put together a bid package. They hope to have the information within a month. Mr. Hasselman will ensure information gets to Mr. Brown when Mr. Mott is unavailable. Mr. Alioto suggested a committee of 2 or 3 to work with Mr. Brown.
- Mr. Hasselman suggested presenting an initial plan to Howard County to get their response. Mr. Brown recommends submitting a full concept plan.
- Ms. Harlan requested pictures of two design options by October 13th.

CED MANAGEMENT & COMMITTEE REPORTS

Education (Bill Hasselman)

- The September 26th program was well received. In his opinion, Mr. Hasselman indicated that some of the speakers were not as strong as he would have liked but they covered what needed to be covered.
- Mr. Hasselman is looking forward to another good year in 2019.
- September 8th BLDW Evaluations were provided in the Board packet.
- September 8th BLDW Financial Worksheet was provided in the Board packet.
- Planning Retreat Financial Worksheet was provided in the Board packet.
 - Cost was approximately \$72 per person. The Sheraton Columbia Hotel was a significant expense. Next year's meeting could be held at the new Chapter Office.
- The final 2019 proposed Homeowner Seminar topics were provided for the Board's review.
 - Mr. Hasselman motioned to accept the 5 proposed seminar topics as presented. (See attached) Mr. Saylor seconded. Approved
- The final 5 proposed 2019 Breakfast Seminar topics were provided for the Board's review.
 - Mr. Hasselman motioned to accept the 5 proposed breakfast seminar topics as presented. (See attached) Mr. Saylor seconded. Approved.
 - It was proposed to present Breakfast Seminar topics in the following order:

February – #4 Avoiding Burnout	March - #1 Raising the Bar
April - #2 Technical Round Table	May - #5 Techno-Dilemmas
September - #3 Public Speaking	
 - Mr. Mott motioned to accept the order of the seminars as proposed. Mr. Hasselman seconded. Approved.
- Homeowner Seminar “Board Governance Issues: Best Practices/Common Pitfalls” October 13th - (5) attendees registered to date

- The proposed topic for the 2019 Expo is ‘Meeting Mayhem’ or ‘Meeting Madness’ or ‘Meetings Gone Wrong-Leading Your Board Out of Chaos’ (Title TBD)
 - Mr. Hasselman motioned to accept the topic for the 2019 Expo as proposed by the Education Committee. Mr. Taylor seconded. Approved.
 - Ms. Zander suggested inviting the committee member who came up with the topic to the first Expo Committee meeting 2019 to explain their thoughts on the proposed Expo topic for 2019.

Expo (Kerrie Zander)

- Sold out, table tops in the Hallway (11), table tops in Ballroom (41) and (33) booths inside the Ballroom. Details were provided in the Board packet. The Fall Festival themed Wrap Party is to be outside, weather permitting.
- Sponsorship sales update
 - 2018: **11,425** 2017: **10,825** - Details were provided in the Board packet.
 - Sponsorships from the Eastern Shore - 2018: **10,300** 2017: **9,800**
 - The committee is making final calls and hopes to sell all sponsorship slots.
- For the morning General Session attendees will download an App so they can participate in the Game Show. Attendees must download the App prior to the event and they must be connected to Wi-Fi. There will be a help desk and volunteers at the door to help attendees.
- The panel is being finalized. Ms. Cimino said all questions need to be entered into the App in advance. Mr. Hasselman will provide the staff with his revised questions.
- CAI National will have a table at the Expo. Ms. Harlan requested that National be recognized at the beginning of the program.

Membership (Ruth Harlan)

- Minutes from the Membership Committee Meeting were provided in the Board packet.
- Ms. Harlan noted that the Committee has come up with some creative ideas.
- Committee members are not getting many call backs from their outreach.
- July & August statistics for expired Members, New Members and Matrix Reports were provided in the Board packet.
 - July 2017 - **844** members
 - July 2018 - **1048** members
 - August 2017 – **845** members
 - August 2018 – **1036** members
 - As of August 31, 2018:
 - BP’s: **155** Mgr’s: **263** H/O’s: **397** Mgmt Co’s: **34** = **849**
 - Delmarva: BP’s: **8** Mgr’s: **63** H/O’s: **104** Mgmt Co’s: **12** = **187**

DelMarva (Allen Mott)

- Minutes from the last Committee conference call were provided in the Board packet.
- Next call will be September 27th at 3pm.
- The committee has three topic choices for the seminars scheduled on February 1st and April 26th. Committee will let the Board know the final seminar topics.
- Ms. Harlan believes it is time to consider a DelMarva membership subcommittee. Mr. Mott agreed to start the dialog at the next meeting.

- In the past, National has not been supportive of DelMarva starting its own Chapter. Ms. Cimino suggested that we invite National to attend the two 2019 Breakfast Seminars on the Eastern Shore.
- Chesapeake Region Chapter has been working to bring more education to DelMarva.
- Growing membership is a challenge. It was suggested to give a presentation on the DelMarva bus after the next event or play informational videos during travel time.
- It was suggested to invite a representative from National to a breakfast in order to have a presence.

Newsletter (Rod Clark)

- Minutes from the Newsletter Committee Meeting were provided in the Board packet.
- Fall issue is ready.
- Mr. Clark asked if the Beacon is selling the advertising it needs to raise in order to cover printing costs. Ms. Cimino said she will address the question later in the meeting.

Finance (Rod Clark)

- Account Balance Summary as of July 31 & August 31 provided in the Board packet.
- Profit & Loss Year to Date Report July & August provided in the Board packet.
- Bank Statements – July & August provided in the Board packet.
- Treasurer's Report
 - The preliminary Audit report has been received; copy will be sent to Finance Committee members.
 - Chapter has met all standards as needed.
 - Audit concerns are the same that the Board has had; are easy fixes.
 - Several internal control points need to be discussed with the Finance Committee before the Expo.
 - Lease deposit for the new office space will be needed by October 15th.
- Ms. Hancock provided a Sample Investment Policy. Ms. Cimino will provide a sample investment policy from ASAE for comparison. Mr. Mott will review and forward a suggested policy to the Finance Committee for consideration.
- Ms. Hancock proposed laddering future CD's. Ms. Harlan agrees.

Holiday Social (Gary Saylor)

- Minutes from Holiday Social Committee Meeting were provided in the Board packet.
- Sponsorship sales update was provided in the Board packet. 2017 sponsorships were 8,800 and to date we have sold 4,250.
- Invitation will be mailed around October 12th.
- Items from Fantasy World Entertainment have been finalized.
- Seating and decorations will be different this year.
- Several more Sponsors are needed; calls are still being made by the Committee.

Golf (Maura Hancock)

- Committee will meet again in January.
- The plan is to store Committee items in the new Chapter office.

Nominating (Allen Mott)

- Ballots to be mailed by October 1st.
 - Crystal with CAI National said there was a glitch in the Chapter Bylaws.
 - A proposed Bylaw change (ARTICLE VIII) was provided for the Board's review.
 - Mr. Alioto motioned to accept the proposed bylaw change as presented. Mr. Clark seconded. Approved. Item will be added to the bylaws.
 - Mr. Mott announced that an anonymous letter was sent to all members by an 'Ad Hock' committee. This letter endorsed 5 of the 6 candidates running for the Board for 2019.
 - There was no indication that the candidates were involved. Any candidate campaigning would be disqualified.
 - The Board does not endorse any individual candidate and did not form this Ad Hock committee.
 - The Board agreed to send a notice to members that the Board had no knowledge of this letter and is disappointed it was done.
 - Ms. Cimino will notify National that the Board did not condone and does not support this behavior.
 - Mr. Allen motioned to include with the ballot a statement that the letter from the Ad Hock committee was unauthorized and express the Board's disappointment in this action. Ms. Hancock offered to provide wording for the statement and would send to the Board for approval. Ms. Harlan seconded. Approved.
 - Ms. Harlan will reach out to the one candidate not included in the mystery letter.
 - Ballots
 - A PO Box has been rented for 3 months.
 - Board member and staff member will jointly empty the box when full.
 - Ballots will be kept in Ms. Cimino's office.
 - Chris Creegan provided for Allen Mott via email recommended changes to the 'Call for Nominees' form and to the first page of the ballot. Board made the following corrections to the proposal:
 - Change 'in the envelope that has been provided' to 'on the envelope provided'
 - Correct '2017' to '2018'
 - Correct 'in the envelope' to 'on the envelope'
- Mr. Alioto motioned to accept the updated ballot wording as presented. Mr. Taylor seconded. Approved.

LAC (MD Legislative Action Committee) (John Taylor)

- Mr. Taylor attended the recent meeting and will attend another on October 8th.
- Steve Randol from Chesapeake Chapter was named LAC Chairman.
- Delegate Holms of Washington D.C. attended the most recent meeting.
- Washington Metro Chapter has a list of issues for the MD LAC to address.
- Anyone may call in to listen to the meetings.
- Mr. Taylor proposed establishing a Committee for Legislative Issues.
 - Committee would provide the LAC representative with Chesapeake Chapter input to present to the LAC.
 - Need to identify what would be expected of committee members.

- Mr. Taylor will obtain a sample copy of a charter and talk with Steve Randol to see how he views the role of this potential committee.

New Business

- Review of Chapter Sponsorships – Benefits and Rates was provided in the Board packet.
- Ms. Zander would like to have large ribbons for the Platinum sponsors who are exhibiting in our Annual Expo. She feels they need more acknowledgement.
- Advertising Rates for the Beacon & Membership Directory and the 2016/2017/2018 Advertising Rate Sheet were provided in the Board packet.
 - Mr. Mott motioned to increase Sponsorship rates by 10% across the board. Ms. Zander seconded. Approved. Increases will be rounded up.
 - Ms. Hancock motioned to increase each Advertising Rate for the Beacon by \$25. Mr. Alioto seconded. Approved.
- Ms. Cimino asked if the Board wanted her to continue acknowledging the Platinum & Gold & Breakfast Sponsors before each Breakfast Seminar, the Board agreed that she should continue to acknowledge all sponsors at the Breakfast Seminars.
- Audit & Accounting Options
 - Bookkeeping and financials are currently done in house.
 - Mr. Alioto motioned to move forward with research for an accounting and financial bookkeeping service. Ms. Hancock seconded. Approved.
- Manager Scholarship Program for 2019
 - The two applications received were incomplete.
 - Ms. Cimino will contact the two applicants and ask them to complete and resubmit their applications.
 - The Board agreed that the new Board for 2019 should revamp the Scholarship Program.
- Request for Complimentary Board membership
 - Chad Toms has asked the Chesapeake Chapter to grant a complimentary Homeowner Board membership for a distressed community in Delaware.
 - Mr. Mott motioned for Ms. Cimino to reach out to Mr. Toms and tell him the Board is unable to grant his request. Mr. Saylor seconded. Approved. The Board does not wish to set a precedent. They recommended that he reach out to a Eastern Shore Business Partner to possible sponsor them.
- Request for Contribution Item will be moved to the October meeting.

Mr. Alioto motioned to adjourn the Board meeting at 3:09 pm. Ms. Hancock seconded. Approved.

Respectfully submitted by:

Nan Blake

Recording Secretary

October 1, 2018

Date