

**Community Association Institute
Central Florida Chapter, Inc.**

Board of Directors Meeting
Dubsdread Golf Course, 549 Par Avenue, Orlando, FL 32804
April 5, 2018

Determination of Quorum: (a quorum was present as indicated by the attendees listed below.)

The following Board Members were present:

| | | |
|----------------|-----------------|-------------------|
| Lou Biron | President | Present |
| Suzan Kearns | Director | Present |
| Michael Kulich | Treasurer | Present |
| Chris Martinez | Director | Present |
| Chuck Strode | Director | Present |
| Frank Ruggieri | Director | Present |
| Kent Taylor | Secretary | Present |
| Robert Taylor | Director | Present |
| Matt Vice | Director | Not in attendance |
| Erik Whynot | Vice President | Present |
| Ken Zook | President Elect | Present |

Reini Marsh, Central Florida Chapter Executive Director was also present.

Call to Order: Lou Biron called the meeting to order at 9:32 a.m.

Disposal of Minutes of Prior Meeting:

MOTION: Ken Zook made a motion to approve the meeting minutes as submitted for March 1, 2018. The motion was seconded by Robert Taylor and approved unanimously.

ONGOING BUSINESS:

FINANCIALS – Mike Kulich presented the first quarter financial results. A review of Trade Show variance, Sponsorship Income and more detail on uncategorized expense items will be looked at and discussed at the next meeting.

CED INCENTIVE AWARD – The board reviewed the financial and incentive award measures as presented at a prior meeting. Lou Biron will present the incentive award check for 2017 to Reini Marsh at today's meeting for a job well done.

SPONSORS FOR PMDP CLASSES – CAI National confirmed that local sponsors for local PMDP classes cannot participate inside the classroom, but could be present outside the classroom and possibly provide sponsorship for a lunch or other activities so long as this is not done in the classroom. Robert Taylor volunteered to work with Reini Marsh to prepare Sponsorship Guidelines for the board to review at the next meeting.

**Community Association Institute
Central Florida Chapter, Inc.**

MOTION: Chris Martinez made a motion to approve establishing a Reserve Account in the amount of \$25,000.00 at Valley National Bank immediately. The motion was seconded by Mike Kulich and approved unanimously. In conjunction with this motion Ken Zook volunteered to work with Reini Marsh to establish a chapter reserve expense policy and procedures which will include account access, authorization of use of reserve funds, and disbursement of funds.

COMMITTEE CHARTERS – The following charters are still pending completion and submission:

- Finance Committee – Suzan finalized and provided draft to Board Members prior to the meeting; all Directors were requested to review this for a vote to approve at the May meeting.
- Golf Committee – Erik to finalize and provide by April meeting.
- Social Committee – Matt to finalize and provide by April meeting.

NEW BUSINESS:

CAI NATIONAL CONFERENCE 2018 – May 9, 2018 to May 12, 2018 – Washington D.C.

CAI NATIONAL CONFERENCE **2019** – May 15, 2019 to May 18, 2019 - Orlando, FL

- Central Florida Chapter will host a Chapter Party

COMMITTEE REPORTS: (Committee Name and Board Liaison)

- Golf | Erik Whynot - Metro West and Falcon Fire courses still under review, 10/26/18 date set. Evergreen has agreed to be a Top Sponsor for the event.
- Cares | Frank Ruggieri – Jennifer Agravat Chair of the Sunshine Village Committee was present and requested time to give the board an overview and update of the charity and how CAI charitable contributions help the kids. Jennifer was requested to provide Reini Marsh with a “family in the spotlight” each month for publication in the newsletter and to create awareness throughout the chapter of how contributions help to the organization.
 - Frank, Erik, and Robert volunteered to review charitable donations philosophy and whether to increase donations to Sunshine Village and/or consider other local organizations to contribute to that align with our industry.
 - Reini Marsh requested to find out what level of donations other Florida Chapters are contributing,
 - Further discussion is needed at future board meeting later in the year.
 - Board members should provide their thoughts and comments in writing to Frank.
 - Consider scholarship rotation, increase, split, etc. as another use of funds to contribute.
- Social | Chris Martinez – Spring Social event April 26th at Ember, Gala in December. Need new Chairperson for Social Committee. Board member ideas are needed, send suggestions to Chris.
- Tradeshow | Chuck Strode – Gaylord Palms, March 22, 2019, theme of “Around the World” suggested by committee. Chuck Strode recommended to the Board that a new mailing list from DPBR and updated by a third party to include Board Member home addresses be purchased at a cost of \$7,000.00 by CAICF and not to be a cost borne by the Tradeshow Committee. The Board suggested alternative providers and cost be researched to determine if this information is available from others at a lower cost. This needs to be reviewed again at the May meeting.

**Community Association Institute
Central Florida Chapter, Inc.**

MOTION: Erik Whynot made a motion to approve the Tradeshow theme of “Around the World”. The motion was seconded by Robert Taylor and approved unanimously.

- Education | Mike Kulich – there was a meeting of the education committee March 1st and speakers for the monthly event for through August were confirmed.
- Membership | Suzan Kearns – the next meeting is set for April 6th.
- Communications | Ken Zook – the committee is working on some enhancements to the communication program, no specific details at this time
- FLA/LAC | Lou Biron – no update.
- Meet the Managers | Suzan Kearns – July 12th meeting being planned. Need new Chair, David George is no longer with BrightView. We all need to encourage managers to attend!

MOTION: Mike Kulich made a motion to approve increasing the vendor admission to Meet the Manager event from \$200.00 to \$250.00. The motion was seconded by Robert Taylor and approved unanimously.

- Annual Meeting & Gala | Lou Biron – December, date TBD, Venue: Highland Manor, Apopka.
- Nominating Committee | Kent Taylor – no update.
- CAI National Conference Chapter Party | Need Chairperson – In Orlando in May 2019 at Rosen Shingle Creek Hotel,

SPECIAL RECOGNITION: The Board of Directors recognized Board Member / Treasurer Mike Kulich for being the winner of the CAI National 2018 Leadership Award. Mike will receive his award at a ceremony at the CAI National Convention in May. Congratulations to Mike!!

Next Meeting: The next meeting will be Thursday, May 3, 2018 at 9:30 a.m. at Dubsdread Golf Course, 549 Par Avenue, Orlando, FL 32804. Chapter meeting and lunch immediately following the Board meeting.

The theme of the Panel is “What We Learned From Hurricane Irma – Part 2” with panelists Phil Masi, Adam Carls and Tara Munoz

MOTION: There being no further business to conduct, Erik Whynot made a motion to adjourn the meeting. The motion was seconded by Chris Martinez. The meeting was adjourned at 11:15 a.m.

Minutes prepared by Kent Taylor, CMCA, AMS, PCAM, Chapter Secretary