

Central Florida Chapter, Inc.

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

August 2, 2018

FINAL MINUTES - Version 2.0

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	Not Present
Chuck Strode	Director	Present
Frank Ruggieri	Director	Not Present
Kent Taylor	Secretary	Present
Robert Taylor	Director	Not Present
Matt Vice	Director	Present
Erik Whynot	Vice President	Not 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 9:21 a.m.

Disposal of Minutes of Prior Meeting:

MOTION: Suzan Kearns made a motion to approve the meeting minutes as submitted for June 7, 2018. The motion was seconded by Chuck Strode and approved unanimously.

ONGOING BUSINESS:

FINANCIALS – Mike Kulich presented the YTD July 2018 financial results. Chuck Strode suggested a further breakdown of the trade show income and expense categories going forward to allow for enhanced financial reporting.

PMDP-201 Class Results – 24 CAI members attended and six chapter members were reimbursed 50% of course fee.

Reserve Account – a reserve fund bank account will be set up next week with a \$25,000 deposit.

Finance Charter / Reserve Fund Policy – defer discussion until next meeting when Robert is here.

Sponsorship for PMDP/Convention 2019 – The Board voted at the August meeting to approve reimbursement of 50% of course fees for chapter members participating in PMDP courses at the National Convention in Orlando next year, provided they pass the course.

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NEW BUSINESS

CAI Insurance – Lou Biron reported that the Auto Owners coverage liability insurance may exclude events such as the Golf and Trade Show functions. Lou needs a copy of the current policy to review and will make a determination if additional coverage is required.

MOTION: Chuck Strode made a motion that if it is determined that additional coverage for special events such as the Golf and Trade Show as well as other events not covered that coverage is obtained to supplement existing coverage as soon as possible. The motion was seconded by Mike Kulich and approved unanimously.

MOTION: Chuck Strode made a motion to purchase Fidelity Insurance to cover loss of funds of a minimum of \$175,000.00 to protect the Chapter. In addition, this policy coverage will require a that no one person can handle a financial transaction from end to end, that the same person cannot write checks and reconcile the bank account which will require the Chapter to establish an enhanced check and balance process such as one additional person from the Finance Committee to be involved in the reconciliation, ideally a CPA. **Mike Kulich seconded the motion which was approved unanimously.**

Funding for Homeowner Member Education – Ken Zook presented an opportunity to establish a dedicated educational fund for exclusive use of homeowner members of the Chapter to be funded by Orange County Homeowner Association (OCHA) unclaimed property through the State of Florida Division of Unclaimed Property totaling approximately \$8,900.00.

MOTION: Chuck Strode made a motion to pending final review by Robert Taylor, Esq, of the Chapter governing documents and any other legal concerns, that a fund be established with a separate line item on the balance sheet for exclusive use of Homeowner Member Educational endeavors and that these items have a separate general ledger accounting established. Once a final affirmative review is completed and funds can be made available the fund will be established. Suzan Kearns seconded the motion and it was passed unanimously.

Competing Organization Participation and Conflict of Interest - Discussion on the pros and cons, and potential conflict of interest of members of the Chapter participation in other local competing organizations was discussed at length. The board tasked Reini Marsh (CED) with the responsibility to establish a Board workshop with CAI National resources that could work with the board as well as the Membership Committee Chair and Vice Chair to establish a strategic and tactical plan to bolster manager member attendance at Chapter meetings that would establish significant differentiation and interests in favor of Chapter participation over other local competing organization meetings.

COMMITTEE CHARTERS

- Finance Committee – Suzan previously provided draft to Board Members; there was discussion that this charter should be updated to reference the new Cash & Investment Policy. Once this is done there will be a final vote on acceptance of the charter.

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

- Central Florida Chapter will host a Chapter Party – Suzan Kearns to Chair.

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COMMITTEE REPORTS: (Committee Name and Board Liaison)

- Golf | Erik Whynot - Metro West Golf Course will be the venue, October 26, 2018 date set. Price same as last year. Evergreen Lifestyle Management will offset the price. Vice Painting has agreed to be a sponsor for the event.
- Cares | Frank Ruggieri – Frank to continue communication with Jennifer Agravat, Committee Chair.
- Social | Chris Martinez – Fall Event TBD, a bowling event is being considered.
- Tradeshow | Chuck Strode – Gaylord Palms, March 22, 2019, theme of “Around the World”. Three VIP passes are being raffled off at Chapter luncheon.
- Education | Mike Kulich – The board requested that all suggested topics and speakers for the next year be presented to the Board in time for their annual planning meeting October 12, 2018. Mike Kulich agreed to provide a spreadsheet of currently planned items for the balance of this year for the Board to review at their next meeting. The board expressed interest in creating some new and different topics relevant to managers that would help encourage attendance at meetings.
- Membership | Suzan Kearns – Everything is on track with recruitment and retention.
- Communications | Ken Zook – no update at this time.
- FLA/LAC | Robert Taylor – no other update at this time. Legislature back in session in September.
- Meet the Managers | Suzan Kearns – July 12th from 4:00 p.m. to 7:00 p.m. at Dubsdread Country Club. Chuck Strode is Chair of this committee. The event was a huge success and well attended!
- Annual Meeting & Gala | Lou Biron – December 6, 2018, Venue: Highland Manor, Apopka.
- Nominating Committee | Kent Taylor – The Executive Committee needs to meet right before or after the next Board meeting to appoint the Nominating Committee for the upcoming election of Directors. The Nominating Committee per the By-Laws consist of immediate Past President (Chair), President Elect, and three (3) other members who are not elected Officers and not running for Office. One must be a Volunteer Member, No more than two may be from the same membership representation group. The timeline for the nominating process is listed below.

Timeline (Days prior to Annual Election – December 6, 2018)

Communication to Membership to solicit candidates: 75 days or Friday, September 21, 2018

Nominations Received from candidates: 45 days or Monday, October 22, 2018

Ballots distributed to Membership: 30 days or Tuesday, November 6, 2018

- CAI National Conference Chapter Party | Suzan Kearns – In Orlando in May 16, 2019 in the p.m.
- National Leadership Conference (Florida Chapters) – There is a planning session for this statewide National & Chapter event in Tampa August 20th. Lou, Reini, Robert, and Ken are planning to attend.

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Next Meeting: The next meeting will be Thursday, September 6, 2018 at 9:15 a.m. at Dubsdread Golf Course, 549 Par Avenue, Orlando, FL 32804. The topic at the August luncheon will be "Is My Community Safe? Gates, Cameras, and Security".

MOTION: There being no further business to conduct, Lou Biron made a motion to adjourn the meeting. The motion was seconded by Suzan Kearns. The meeting was adjourned at 11:12 a.m.

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