

Central Florida Chapter, Inc.

Board of Directors Meeting
Dubsdread Country Club, 549 Par Avenue, Orlando, FL 32804

September 6, 2018

FINAL MINUTES

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	Present
Kent Taylor	Secretary	Present
Robert Taylor	Director	Present
Matt Vice	Director	Present
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 9:17 a.m.

Disposal of Minutes of Prior Meeting:

MOTION: Suzan Kearns made a motion to approve the meeting minutes as submitted for August 2, 2018. The motion was seconded by Mike Kulich and approved unanimously.

ONGOING BUSINESS:

- FINANCIALS – Mike Kulich presented the YTD & July 2018 financial results.
- Reserve Account – a reserve fund bank account will be set up this month with a \$25,000 deposit.
- Finance Charter / Reserve Fund Policy – defer discussion until next meeting, Robert to provide update.
- CAICF Fidelity Bond per Lou is in place, general liability for special events is under review, auto owners was not specifically excluded in the past but should be named going forward on future renewals.
- The need for guidelines for members who are involved with a competing entity or where a conflict of interest may arise will continue to be discussed as the need arises, but for the time being the general feeling was members have the right to participate in other venues and the Chapter needs to work on methods to differentiate and draw more and new members.

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NEW BUSINESS

Nominations – Reini reported that she has been in discussion with the web site vendor to schedule the voting process and timeline. The following Director seats are expiring this year: Chris Martinez (Homeowner Leader), Erik Whynot (Business Partner) and Kent Taylor (Director at Large). Reini volunteered to contact Gina Holbrook (Past President and Committee Chair) to schedule a Nominating Committee meeting in the next week or two.

Funding for Homeowner Member Education – Ken Zook followed from discussion from the last meeting regarding 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, (see motion from last month below).

MOTION from 8/2/18: 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.

Robert Taylor added to last month's discussion with the recommendation that he did not see any downside to the Chapter on accepting the funds but only to any prior OCHA organization board members that may come forward at a later date with a claim of funds. Robert recommended the CAICF move forward based on the motion from the August 2, 2018 meeting.

Florida Leadership Forum – August 20, 2018, Tampa, Florida. Lou, Reini, Ken, and Robert attended meeting coordinated by CAI National of all 8 Florida Chapters to discuss plans for the 2nd Florida Leadership Forum to be held in Orlando, February 8, 2019. More details will be provided as they become available.

Board Annual Planning Meeting – October 12, 2018 at Sihle Insurance Offices from 10:00 a.m. to 2:00 p.m. This is a meeting of the entire board to prepare Chapter plans for 2019. Sihle Insurance is located at 1021 Douglas Ave., Altamonte Springs, FL 32714.

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. This item is still pending and should be placed on the October agenda.

COMMITTEE REPORTS: (Committee Name and Board Liaison)

- Golf | Erik Whynot - Metro West Golf Course will be the venue, October 26, 2018. Price same as last year. Evergreen Lifestyle Management will offset the price. Vice Painting has agreed to be a sponsor for the event. Event appears to be SOLD OUT at this time.
- Cares | Frank Ruggieri – Frank to continue communication with Jennifer Agravat, Committee Chair.

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- Social | Chris Martinez – An informal Chapter Happy Hour will be held September 20, 2018 at Gators Dockside from 4:00 p.m. to 7:00 p.m. No charge for drinks, bring your CAI Friends! Located at 45 West Crystal Lake Street, Orlando, FL 32806.
- Tradeshow | Chuck Strode – Gaylord Palms, March 22, 2019, theme of “Around the World”. Three VIP passes are being raffled off at Chapter luncheon. Chuck reports event timeline is on track. Event time this year will be from 1:30 p.m. to 5:30 p.m.
- 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.
- 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. There is a FLA/LAC local planning meeting September 8, 2018 at Leland Management.
- Meet the Managers | Suzan Kearns – no updates at this time
- 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 form 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 2019 – May 15, 2019 to May 18, 2019 - Orlando, FL
Central Florida Chapter will host a Chapter Party May 16th – Suzan Kearns to Chair.
- National Leadership Conference (Florida Chapters) – The 2nd annual Florida Leadership Forum will be held in Orlando, February 8, 2019.

Next Meeting: **The next meeting will be Thursday, October 4, 2018 at 9:15 a.m.** at Dubsdread Country Club, 549 Par Avenue, Orlando, FL 32804. The topic at the October luncheon will be a Legal Panel. Luncheon sponsors will be Costal Painting Company, Paradigm Broadband Group, and Assured Partners.

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 11:15 a.m.