

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

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

**October 4, 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	Not Present
Chuck Strode	Director	Present
Frank Ruggieri	Director	Present
Kent Taylor	Secretary	Present
Robert Taylor	Director	Not Present
Matt Vice	Director	Not 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 9:16 a.m.

**Disposal of Minutes of Prior Meeting:**

**MOTION: Suzan Kearns made a motion to approve the meeting minutes as submitted for September 6, 2018. The motion was seconded by Mike Kulich and approved unanimously.**

**ONGOING BUSINESS:**

- FINANCIALS – Mike Kulich presented the YTD & September 2018 financial results. Trade Show reconciliation was finalized.
- Reserve Account – a reserve fund bank account was established with a \$25,000 deposit. OCHA funds of \$8,893.00 were received from Ken Zook and deposited to the operating account.
- 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.
- Reminder of Board planning meeting October 12, 2018 at 10:00 a.m. at Sihle Insurance offices.
- Nominations for open Director Seats was emailed to the membership September 21, 2018 by tievote.

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**NEW BUSINESS**

- Florida Leadership Forum to be held February 8, 2019 at the Sheraton, Maitland, Florida; speakers are being researched.
- CAI National is changing M100 and M200 course specifications more information will be available online.
- Condo & HOA Expo held at Orange County Convention Center October 3, 2018 appeared to have a very good attendance and trade show participation (88 booths). Feedback from CAI Partners and any information on their mailing leads source would be helpful marketing information to have.

**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 SOLD OUT at this time.
- Cares | Frank Ruggieri – Frank to continue communication with Jennifer Agravat, Committee Chair.
- Social | Chris Martinez – An informal Chapter Happy Hour will be held September 20, 2018 at Gators Dockside, 45 West Crystal Lake Street, Orlando, FL 32806 was a great success. Other similar events should be considered for 2019.
- 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. Booth sales are now open.
- 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. Phil Masi announced he is stepping down as Chairperson. Candidates for a new Chairperson are needed as soon as possible.
- Membership | Suzan Kearns – Everything is on track with recruitment and retention.
- Communications | Ken Zook – discussion centered on the need for one or two aggressive social media mavens to ratchet up the various social media channels for enhanced communication to the membership. All Board members were encouraged to provide recommendations on potential tech-savvy candidates.
- FLA/LAC | Robert Taylor – no other update at this time. Regular committee meeting start back up on October 20, 2018.
- Meet the Managers | Suzan Kearns – no updates at this time. Next meeting is scheduled for July 11, 2019, location and time to be determined.
- 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.

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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 at Top Golf– Suzan Kearns to Chair.
- National Leadership Conference (Florida Chapters) – The 2<sup>nd</sup> annual Florida Leadership Forum will be held in Orlando, February 8, 2019.

Next Meeting: **The next meeting will be Thursday, November 1, 2018 at 9:15 a.m.** at Ace Café, 100 W. Livingston Street, Orlando, FL 32801. The topic at the November luncheon will be How to Manage Your Technology Experience: Software Considerations & Data presented by Pitera Software.

**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 10:30 a.m.

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