

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

Board of Directors Meeting
February 14, 2019
Second Harvest Food Bank, 411 Mercy Drive, Orlando, FL 32805

Approved Minutes

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

The following Board Members were present:

Lou Biron	Director	Not Present
Leslie Ellis	Treasurer	Present
Suzan Kearns	Director	Present via telephone
Michael Kulich	Director	Not Present
Chuck Strode	Director	Present
Frank Ruggieri	Vice President	Not Present
Kent Taylor	Secretary	Present
Robert Taylor	Director	Present
Matt Vice	Director	Present
Ken Zook	President	Present
Vacant	Home Owner Leader	Not Present

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

Call to Order: Ken Zook, President, called the meeting to order at 10:50 a.m.

MOTION: Chuck Strode made a motion to approve the January 10, 2019 meeting minutes as submitted. The motion was seconded by Matt Vice and passed unanimously.

Financial Report – Leslie Ellis

Leslie just recently received files and credentials since becoming the new Treasurer and will defer reporting until the next meeting. Leslie did note that she has not been able to locate all financial records from a period dating back to three years. Reini to discuss with Bill Jackson, past Treasurer during that time to locate records needed.

Kent mentioned storage of historical and current Chapter data and records to insure proper security and backup of electronic files procedures are in place should be reviewed to insure adequate measures are in place. Also adequate procedures must be in place for controlled access. Reini mentioned that Overflow Design Group, the company that does the web site may be a good source for storing data securely. Kent mentioned that he would look into other resources that might be a viable way to do a quick review of what is in place versus what we should have in place at a minimum.

Financial Committee Charter – Robert Taylor

Robert reported that he is working to finalize the previously approved changes to incorporate the new Chapter policy for Contingency Funding and Cash & Investment Policy into the existing financial management and investment policy operating procedures.

CED Incentive Compensation Program – Ken Zook to set up separate meeting for discussion with Board members via conference call within the next 30 days to finalize plans for the 2018 year.

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MOTION: Chuck Strode made a motion to incorporate a disclaimer statement on the web site and other materials that the Chapter distributes to indemnify the Chapter against any claims from others related to services offered by CAICF Members. Robert Taylor will draft language for review and approval at the next meeting. The motion was seconded by Matt Vice and approved unanimously.

Ask the Attorney Event – Mike Kulich Chairperson

Ken Zook led discussion on the need to organize a homeowner event funded with the OCHOA funds. A target date of Saturday, September 21, 2019 was selected as a “Save the Date” for this event. A Save the Date flyer will be prepared to include in the handouts at the Trade Show. Further discussion needs to occur on the method and process for selecting law firms to be signed up for the event.

Vacant Homeowner Volunteer Director Position

It was discussed and decided that promotion to potential homeowners attending the Trade Show might be a good way to get additional candidates for the open Director position. Reini agreed to coordinate placing signage at the check in area where candidates could sign up. A current board member attending the event would be available to man this sign in or talk with any potential candidates on the spot to explain what is involved in being a board member.

COMMITTEE REPORTS: (Committee Name and Board Liaison)

- Annual Meeting & Gala | Ken Zook – no activity at this time.
- Cares | Frank Ruggieri – Frank and Reini met on site last week for visit along with Jennifer.
- Communications | Ken Zook – committee meeting to occur next week.
- Education | Mike Kulich – committee to meet after March meeting. Reini has received CEU class input from business partners to share with committee.
- Golf | Matt Vice – a committee chair and members are needed for the event, no venue selected yet. Planning for handing out certificates and plaques at this event should be scheduled this year.
- FLA/LAC | Robert Taylor – no update at this time. A lot of legislation is being pursued, nothing specific to report at this time.
- Meet the Managers | Chuck Strode – no updates at this time. Next meeting is scheduled for July 11, 2019, location and time to be determined.
- Membership | Leslie Ellis – committee requested to consider and make recommendations to the board for further homeowner participation in Chapter activities.
- 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.
- Nominating Committee | Lou Biron – no activity at this time, committee does not become active until August.
- Social | Suzan Kearns – planning for a Spring Event in underway.

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- 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 and even ahead of schedule. A playbook for planning future events is being developed. Event time this year will be from 1:30 p.m. to 5:30 p.m. All booths are sold out and there is a waiting list.

NEXT MEETING

Next Board Meeting: **The next meeting will be Thursday, March 7, 2019 at 9:15 a.m.** at Dubsdread Golf Club, 549 Par Avenue, Orlando, FL 32804.

Next Chapter Meeting: Thursday, March 7, 2017 at 11:30 a.m. at Dubsdread Country Club. The luncheon presentation topic will be “Free Speech” by The Ruggieri Law Firm.

ADJOURNMENT

There being no further business to conduct, Ken Zook made a motion to adjourn the meeting which was seconded by Chuck Strode. The meeting was adjourned at 12:25 p.m.

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