

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

Board of Directors Meeting  
**March 7, 2019**  
Dubsdread Country Club, 549 Par Avenue, Orlando, FL 32804

**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	Present
Leslie Ellis	Treasurer	Present
Suzan Kearns	Director	Present
Michael Kulich	Director	Present
Chuck Strode	Director	Present
Frank Ruggieri	Vice President	Present
Kent Taylor	Secretary	Present
Robert Taylor	Director	Not Present
Matt Vice	Director	Not 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 9:25 a.m.

**MOTION: Suzan Kearns made a motion to approve the February 14, 2019 meeting minutes as submitted. The motion was seconded by Leslie Ellis and passed unanimously.**

Financial Report – Leslie Ellis

The February 2019 YTD financial report was distributed and reviewed. A few minor transaction items are still being reviewed and reclassified as needed.

**OLD BUSINESS**

Financial Committee Charter – Robert Taylor reported at the last meeting 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. Since Robert was not present at this meeting, discussion on this matter will be added to the agenda for the next meeting.

Open Homeowner Leader Seat on Board – There was discussion to reaffirm the use of the up-coming Trade Show to have a sign for homeowner sign-up at the registration booth and that one or more Directors be available during the event to talk with candidates and answer questions.

Ask the Attorney Event – Mike Kulich Chairperson - 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. The venue may be UF Extension, details still pending.

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Disclaimer on Service Directory – The Board approved disclaimer was written and has been implemented on the Service Directory on the web site. The statement is below:

*Disclaimer: The information concerning CAI members and firms provided in this Directory of Members by Category is made available for information purposes only, to enable you to select a relevant practitioner or firm. CAI gives no warranty of any kind, express or implied with regard to the information, including without limitation any warranty that the particular practitioner or firm that you select is qualified to assist you with your particular situation.*

**NEW BUSINESS**

Employee Policies for Chapter Employees – there was general discussion on the need to develop and formalize policies for chapter employee employment agreement, performance review, compensation and bonus/incentive program, health and wellness benefits, hiring, disciplinary action and/or dismissal. Alternative employment of employees through a third party such as ADP or TriNet to handle not only payroll but full service employment (employee leasing program) which could extend medical and other insurance benefits to a small group or one employee. Leslie volunteered to pursue contacts she has with ADP and Ken Zook with TriNet. Discussion on this matter will continue at the next meeting. Reini agreed to see what other Florida Chapters or other larger national chapters may have in place to avoid re-inventing the wheel locally.

Executive Director Annual Bonus Program – Suzan Kearns gave an update on the 2018 incentive compensation program. Suzan will provide Directors with an update on the actual program details once they are finalized in order to award the incentive by April 2019.

Strategic Planning Meeting with CAI National – Ken Zook will be meeting with National representatives to discuss strategic initiatives affecting the Chapter. One area of concentration will be strategies to allow the local chapter to retain, sustain, and increase manager member attendance at monthly meetings with the advent of other competing local organization events that are attracting manager members away from chapter events. The other area of strategic importance to the chapter is a developing a process to attain “bench strength”, training, recruitment and a working knowledge base for future board members.

Member Accreditation Recognition – Kent Taylor made a recommendation that at each Chapter meeting the Chapter President recognize any members that have recently received a PDMP certification. Reini agreed to provide a list of any recent certifications in advance of the meeting.

**COMMITTEE REPORTS:** (Committee Name and Board Liaison)

- Annual Meeting & Gala | Ken Zook – no update at this time, planning does not start until later in the year.
- Cares | Frank Ruggieri – Sunshine Foundation volunteers needed for upcoming events this year from Saturdays from 9:00 a.m. to 1:00 p.m.
  - April 13<sup>th</sup>
  - June 8<sup>th</sup>
  - September 14<sup>th</sup>
  - November 16<sup>th</sup>

Also of note, the Chapter donated over 300 pounds of canned goods at the Second Harvest Food Bank at the February Chapter meeting. The Chapter has also contributed over \$1,100 to House of Hope from raffle ticket sales at Chapter meetings this year.

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- Communications | Ken Zook – committee discussing a special media type page where you can LIKE certain events as Facebook uses.
- 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. Providence, Victoria Hills and Disney Grand Cypress are under consideration as venues.
- FLA/LAC | Robert Taylor – committee is engaged in weekly telephone meetings every Friday at 2:00 p.m. There is some activity that may include Condo board term limits in up-coming legislation; no details are available at this time.
- Meet the Managers | Chuck Strode – Next meeting is scheduled for July 11, 2019, location and time to be determined. Managers signing up to participate will be required to staff their table for the entire event.
- 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 Chair. Event sponsors are still needed for the Chapter Party.
- Nominating Committee | Lou Biron – no activity at this time, committee does not become active until August.
- Social | Suzan Kearns – planning for April 25th Event is underway.
- Tradeshow | Chuck Strode – Gaylord Palms, March 22, 2019, theme of “Around the World”. Eight additional booths were created and sold. All 128 booths are sold out.

**NEXT MEETING**

Next Board Meeting: **The next meeting will be Thursday, April 4, 2019 at 9:15 a.m.** This meeting may be a teleconference, Reini will email board members with agenda and plan for meeting. There will not be a Chapter Meeting in April.

Next Chapter Meeting: Thursday, May 2, 2017 at 11:30 a.m. at Dubsdread Country Club. The luncheon presentation topic will be “Understanding D&O Insurance” by Assured Partners.

**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 11:05 a.m.