

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

Board of Directors Meeting  
**May 2, 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	Not 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	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: Mike Kulich made a motion to approve the March 7, 2019 meeting minutes as submitted. The motion was seconded by Frank Ruggieri and passed unanimously.**

Financial Report – Leslie Ellis

The March 2019 YTD financial report was distributed and reviewed. A few transaction items related to the Trade Show are still being reviewed.

**OLD BUSINESS**

Financial Committee Charter – Robert Taylor finalized 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, Frank agreed to prepare comments and circulate to the board for final review.

Open Homeowner Leader Seat on Board – There were no candidate applications received at the Trade Show. Frank volunteered to work on one or two potential candidates to have available at the next meeting around 10:45 a.m. for informal introductions.

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. 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 or possibly at the JCC facility on Apopka Vineland Road, details still pending.

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:

**Community Association Institute  
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*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**

Strategic Planning Meeting – there were three key initiatives that were formulated during the strategic planning workshop held April 12<sup>th</sup> with the Board of Directors, Chapter Director, and two representatives from the National Office. The top three initiatives are as follows:

- Chapter Policies & Business Plan
- Update Website/Social Media for Membership
- Three Prong Approach to Membership & Education

Minutes from the planning meeting were distributed to the Board shortly after the planning meeting.

Reini to provide board members a link and access to the Chapter “Board Tool Kit” for reference and information.

Employee Policies for Chapter Employees – there was general discussion at the March meeting 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 resumed at this meeting. Leslie presented findings in relation to ADP which has a minimum of “two” employees, so they were no longer a consideration. PayCheck was also reviewed; they have a minimum of one employee and cost of health insurance ranges between \$500.00 and \$850.00 per month. CAI-CF would consider covering 50% of the monthly plan cost.

Ken presented an option from TriNet with a minimum of one employee and a monthly cost of \$600.00.

Further discussion will be held at the next meeting to work toward finalizing options, cost and the preferred vendor for the chapter to use.

Executive Director Annual Bonus Program – Leslie gave an update on the 2018 incentive compensation program including a 10% gross up to cover payroll taxes.

**MOTION:** Ken Zook made a motion to include a 10% gross up to cover payroll taxes for the annual bonus amount which was seconded by Chuck Strode and approved unanimously. This is to cover 2018 and 2017 (however, 2017 payment based on this may have been too high, but will be forgiven).

Executive Director Proposed Employment Contract – Reini to send proposed contract to all board members for their review and comment. Further discussion as needed can be planned for the June meeting.

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

- Annual Meeting & Gala | Michael Kulich – no update at this time, planning needs to now to insure a suitable venue is booked and the committee members are in place. Mike committed to get the process started immediately.
- Cares | Frank Ruggieri – Sunshine Foundation volunteers needed for upcoming events this year from Saturdays from 9:00 a.m. to 1:00 p.m.
  - June 8th
  - September 14<sup>th</sup>
  - November 16<sup>th</sup>
- Communications | Ken Zook – No update at this time.
- Education | Mike Kulich – committee to meet after June chapter meeting.
- Golf | Matt Vice – the venue of Victoria Hills Golf Course, Deland, Florida has been selected, tickets are now on sale.
- FLA/LAC | Robert Taylor – Lou reported that the committee final report is due in the next week.
- Meet the Managers | Chuck Strode – Next meeting is scheduled for July 11, 2019, The event is sold out with 50 business partners and 25 management companies participating.
- Membership | Leslie Ellis – no update at this time.
- 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 – no update at this time.
- Tradeshow | Chuck Strode – Gaylord Palms, March 22, 2019, theme of “Around the World”. Overall excellent feedback received on the event. Venue for next year not finalized at this time. Gaylord Palms has major construction for expansion of hotel so this venue may not be as suitable as a result.

**NEXT MEETING**

Next Board Meeting: **The next meeting will be Thursday, June 6, 2019 at 9:15 a.m.** at Dubsdread Country Club. The Chapter meeting will follow starting at 11:30 a.m. The luncheon presentation topic will be “a CEU presentation by Dara Lahav of Garfinkel Whynot Association Law on “Service Animals.”

**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 11:15 a.m.