

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

Board of Directors Meeting
2019 Annual Planning Meeting
Sihle Insurance Offices
1021 Douglas Road, Altamonte Springs, Florida 32714
October 12, 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	Present
Chuck Strode	Director	Present
Frank Ruggieri	Director	Present
Kent Taylor	Secretary	Present
Robert Taylor	Director	Present
Matt Vice	Director	Not Present
Erik Whynot	Vice President	Present
Ken Zook	President Elect	Present

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

Also in attendance was Trevor Brown, representing the Chapter Education Committee.

Call to Order: Lou Biron called the meeting to order at 10:20 a.m.

The purpose of the meeting is a Board planning meeting for the 2019 calendar year to map out chapter meeting dates, meeting topics, and events and activities for the year.

MEDALLION BENEFITS AND RATE STRUCTURE

It was the general consensus of the Board that the program structure requires no change for next year since renewals continue at a high rate.

50 – 50 RAFFLE PROGRAM

The program is well received and is working well so no change is being considered for 2019.

CHARITABLE FUND RAISING PROGRAM (CARES)

No change to the existing program considered at this time. The Board will continue to support both House of Hope and Sunshine Foundation.

EDUCATIONAL PROGRAM

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- Special thanks and appreciation go to Phil Masi and the Education Committee for provided valuable input again this year for recommended speaker topics for meetings throughout the year and coordinating the presentations for luncheon events. The Board will need to find a new Chairperson since Phil is stepping down after many successful years with the committee.
- The Board would like to include a CMCA pre-certification class during 2019 and someone to coordinate the program, location, and date.
- Listed below are educational event topics provided by the Education Committee as input to the Board Planning meeting for 2019:
 - Rental restrictions/health/hoarding issues
 - Solar panels
 - Pets/service animals
 - Construction defect/older structures
 - Managing meetings
 - Understanding D&O
 - Developer transition
 - Free speech vs. association rules/signs
 - Nuisances/smoke/cooking/smells
 - Record keeping/retention
 - Lake and pond management
 - Maintenance rules and fines
 - Breaking down the bids
 - Conflict management
- The Board was unanimous in recommending that all educational event classes for luncheons must include a CEU to be in the luncheon program. A one hour CEU is recommended.
- The Board requested Reini to reach out to all Business Partners to request information on the CEU classes they are certified by the State to teach. A one hour (1.0) CEU courses specifically.

ORIENTATION MEETING FOR NEW BOARD MEMBERS

The Annual Meeting and Election will be held on December 6, 2018. The planned date for new board member orientation is December 14, 2018. Ken Zook volunteered the use of the conference room at Waterford Lakes Community Association, 453 Mark Twin Blvd, Orlando, Florida 32828. The time to be announced.

OTHER CONSIDERATIONS FOR FOLLOW UP

- Robert Taylor volunteered to be the point person for getting information on the annual meeting of large communities of Orlando.
- Ken Zook volunteered to find out more information for the local event “Ask a Lawyer”.
- Reini was requested to find out more information about when CAI National may do a workshop on “Strategic Planning”.

SELECTED TOPICS FOR CHAPTER MEETINGS FOR 2019

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After lengthy discussion on topics considered for the year, the following topics were selected by the Board to be the basis for the speaker topics and the desired timing during the year:

<u>Chapter Meeting Date</u>	<u>Presentation Topic</u>	<u>CEU</u>	<u>Suggested Speakers</u>
January 10, 2019	Legislative Update	1.0	TBD
February 14, 2019	Asphalt Maintenance	1.0	TBD
March 8, 2019	Rental Restrictions	1.0	TBD
April 4, 2019	BOARD MEETING ONLY		
May 2, 2019	D & O Insurance	1.0	Insurance/Attorney
June, 6, 2019	Solar Best Practices	1.0	TBD
July 11, 2019	Meet the Managers – No Chapter Meeting or Board Meeting		
August 1, 2019	Lake & Pond Management	1.0	Lake Doctors/Other
September 5, 2019	HR Stress Management/Conflict	1.0	Betsy Barbieux
October 3, 2019	Legal Panel	1.0	Three Attorneys TBD
November 7, 2019	Legislative Update	1.0	TBD
December 5, 2018	Annual Meeting – No Chapter Meeting or Board Meeting		

The Board request the Education Committee to flush out the presentation details and appropriate speakers considering the Board recommendations presented here, Medallion status should have priority as appropriate, quality and content of speaker material, and presentation skill and expertise must also be vetted.

In general the Board discussed venue and whether breakfast or lunch meetings were preferred by members. The Board concluded that keeping the same venue the majority of the time and meeting time was the best course of action for 2019. Dubsdread County Club is the preferred venue. Lunch is the preferred time since breakfast at Dubsdread is consistently booked by longer standing organizations.

The schedule of meeting dates will generally follow in keeping with the first Thursday of each month with the exception of a few cases where the first Thursday conflicts with other things as noted below:

- January meeting will be January 10th since the first week of the New Year was not practical.
- February meeting will be February 14th to be held at First Harvest Food Bank, meet date changed due to the Florida Leadership Meeting being held February 8th.
- April 4th will be a “Board Meeting Only” and no Chapter Lunch.
- September meeting will be a breakfast meeting at First Harvest Food Bank.
- December meeting will be the Annual Meeting held that night.

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SOCIAL EVENTS FOR 2019

The Board agreed that there will be several social events planned for 2019. The Trade Show “After Party” being one and the Annual Meeting & Gala Event being the second. Two other events during the year are desired and the Social Committee will be requested to coordinate a February event such as the Happy Hour event and a Spring Social April, 18, 2019. Two other Happy Hour events one for June 20, 2019 and the other for September 19, 2019 were recommended.

BUSINESS PARTNER ROUNDTABLE

This event is normally held in August and it was recommended to include this in the request for scheduling to the Education Committee. August 5, 2019 was recommended.

MOTION: There being no further business to conduct, Ken Zook made a motion to adjourn the meeting. The motion was seconded by Frank Ruggieri. The meeting was adjourned at 1:20 p.m.

All board members would like to thank Lou Biron for hosting the meeting at the Sihle Offices.

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