

**Central Florida Chapter, Inc.**

Board of Directors Meeting  
**Planning Meeting**  
Waterford Lakes Recreation Building  
401 Mark Twain Blvd., Orlando, Florida 32828  
**Friday, September 29, 2019**

**Draft 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 via phone
Leslie Ellis	Treasurer	Present
Suzan Kearns	Director	Not Present
Michael Kulich	Director	Present via phone
Chuck Strode	Director	Present via phone
Frank Ruggieri	Vice President	Present
Kent Taylor	Secretary	Present
Robert Taylor	Director	Present
Matt Vice	Director	Not Present
Ken Zook	President	Present
Tom Wheir	Director	Not Present

Reini Marsh, Central Florida Chapter Executive Director was also present. Nigar Sharifi, Education Committee member was also present.

**Call to Order:** Ken Zook, President, called the meeting to order at 10:30 a.m.

Topics Discussed

**Medallion Sponsor Benefits**

- Need more manager attendance at events to insure continue value to sponsors.
- Consideration of "Satellite Events" maybe one per quarter in different geographical areas of the metropolitan area for greater convenience of managers to attend in their area.
- Test program starting in 2020 to provide chapter meeting/lunch free to managers that are members. Non-member managers \$20.00.
- Consider new "Diamond Level" sponsorship, Frank volunteered to draft a proposed program and benefits for board review and discussion at a future meeting.
- Further discussion needed on increasing Business Partner chapter meeting fee to \$30.00.

**Meeting Space and Venue**

- Reini to review potential for expanding room size at Dubsdread and consider "other potential venues" to hold more meeting participants to accommodate more manager and business partners with the free lunch incentive for managers starting next year.
- Capacity at Dubsdread is 120 people currently. Need to determine other suitable and geographically convenient venues that also have sufficient and accessible parking.

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### Meeting Calendar Dates for 2020 (venue to be determined)

January 9, 2020  
February – NO MEETING  
February 20, 2020 - M200 Class – details to be announced  
March 5, 2020 – breakfast meeting  
April 2, 2020  
April – Date to be Determined – Spring Social  
April 24, 2020 – M202 Class – details to be announced  
May 7, 2020  
June 4, 2020  
June – Date to be Determined – Summer Social  
June 10<sup>th</sup> through 13<sup>th</sup> – National Conference – Diplomat Beach Hotel, Hollywood, FL  
July - NO MEETING  
August 6, 2020  
September 3, 2020 – breakfast meeting  
September – Date to be Determined – Fall Social  
October 1, 2020  
November 5, 2020  
December 3, 2020 – Annual Meeting

### Educational Courses for 2020

Nigar Sharifi presented suggestions by the Education Committee listed below blended with additional suggestions from those in attendance. The Education Committee was tasked with taking all the topics listed here and formulating a recommended educational program for all meetings in 2020 and presenting them to the board for review at their November 7, 2019 meeting.

1. Fining Committee
2. Code of Conduct/Social Media/Civility
3. Cameras/Video Surveillance/Drones – Insurance/Operations & Legal Aspects (panel)
4. Rules for Common Area Amenities
5. Energy and Water Conservation
6. Getting Volunteers Involved
7. Roberts Rules of Order
8. D & O Insurance
9. Transition/Turnover Roles & Responsibilities
10. Managing Construction Projects / Commencement Notices / Maintenance
11. Elections/Electronic Voting
12. Homeowner Oriented Classes Needed (more like Ask the Attorney)

It was also noted that it important for the Committee to vet the speakers to make sure they are experienced and have good presentation skills. Medallion Sponsors should get a priority. In addition we need to insure that a blend of all required credit type courses (HR, OPS, INS, ELE) are offered to allow managers to achieve courses they need for CEU credits. HR courses are particularly harder to come by and should be included to help create greater attendance as well. Insuring a good public address system is available for speakers that have good coverage throughout the venue is critical. If the venue does not have one the Chapter should consider purchasing a portable system.

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### **OTHER POINTS AND DISCUSSION TOPICS:**

- The Chapter should take the initiative to reach out to the City of Orlando, Orange County, and other municipalities where sharing resources and information can benefit the chapter and its members. For example, the Orange County Grant Program has value to many communities, managers, and partners and a closer alignment with the Chapter would be beneficial to all parties and entities.
- Consideration of CAI Central Florida getting one or more Certified Classes and respective qualified instructor/volunteers should be investigated. There may be opportunities to share resources on this with other Florida chapters.
- Metrics for measuring Chapter program effectiveness should be developed and further refined. Mike Kulich and one or two other board or committee members would be a good team to further define what this might look like and how it could be used.
- It was noted by the Board that the Board as a group and individual board members need to work on improving communication to and with Committee Chairpersons and members. Ken Zook will provide further guidance to the board on this topic.

### **ADJOURNMENT**

There being no further business to conduct, Ken Zook made a motion to adjourn the meeting which was seconded by Frank Ruggieri. The meeting was adjourned at 1:25 p.m.

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