

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

Board of Directors Meeting
June 6, 2019
Dubsdread Country Club, 549 Par Avenue, Orlando, FL 32804

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	
Leslie Ellis	Treasurer	Present	(Via Telephone)
Suzan Kearns	Director	Present	
Michael Kulich	Director	Present	
Chuck Strode	Director	Present	
Frank Ruggieri	Vice President	Present	
Kent Taylor	Secretary	Not Present	(Jessica Cox present as substitute)
Robert Taylor	Director	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 9:22 a.m.

MOTION: Lou Biron made a motion to approve the May 2, 2019 meeting minutes as submitted. The motion was seconded by Ken Zook and passed unanimously.

Financial Report – Leslie Ellis

The May 2019 YTD financial report was distributed and reviewed. A few transaction items related to the Trade Show, Chapter Party, and educational reimbursements are still being reviewed.

OLD BUSINESS

Financial Committee Charter – Robert Taylor and Frank Ruggieri still reviewing the final proposed document.

Open Homeowner Leader Seat on Board – There were no candidate applications received since the last meeting. Frank spoke to two potential candidates that would be good options to proceed with appointment of. He was to reach out again, and request to have available at the next meeting for informal introductions, and perhaps establish a telephonic meeting before the next Board meeting. Some discussion was had regarding the bylaws pertaining to appointment of members to either a remainder of or to a new term. Discussion took place regarding a bylaws revision to keep with the staggered terms as they currently exist with a appointment to mean, to fill the remainder of the current term.

MOTION: Robert Taylor made a motion to hold a telephone conference for the discussion and potential vote on two purposes; amendment to the bylaws which Robert is to draft and circulate, and potential appointment of one of the two candidates presented by Frank. If appointment is made the amendment

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would include the revision for the seat to be filled for the remainder of the term, if appointed rather than elected. Frank Ruggieri seconded the motion, which carried unanimously among the Board.

Ask the Attorney Event – Mike Kulich Chairperson – A date of Saturday, September 21, 2019 was confirmed for the event. This to take place at the offices of Shile Insurance, as volunteered by Lou. Chapter Director was to reach out to law firm with interest in participating, and later would decide the participating attorney business partners at random. Attendance limited to 100 attendees max, and a box lunch was to be provided. A budget for the event was set at \$2,500.00 for food and refreshments. A Board member to be moderator of event.

Strategic Planning Meeting – there were three key initiatives that were formulated during the strategic planning workshop held April 12th 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

Some follow up discussion and updates were given, no actions to take place based upon discussions. Some discussion that were had related to expansion of events, and utilization of sponsorships to gain a homeowner focused educational plan for upcoming events.

CED Contract, Incentive Plan

Chapter Director asked for additional clarifications, and some questions of the proposed agreement. Chapter Director also suggested some additions regarding the treatment of the Director by others, as offset language to the treatment expectations by the Chapter Director. Further discussion will take place with Frank and Chapter Director regarding this contract, including the incentive calculation policy, and health insurance reimbursements. Chapter Directors to track her requested changes in the document, and provide to Ken Zook.

CED Health Insurance

Chapter Director gave an update regarding her findings of a health insurance option used by another CAI Chapter, the West Florida Chapter, and noted that she had signed up for insurance with the service. Chapter Director will continue to pursue discussions with the Small Association Leadership in a scheduled call on June 26 2019 to ascertain if other chapters have interest in participating.

Board members inquired if the Chapter Director had found that her existing doctors were participants in the new plan. This was unknown at the time of the meeting.

Chapter Party Follow Up

Chapter Director gave an update on the Chapter Party for the National Conference. Chapter Director stated there were some shortfalls with National's advertisement of the event, which were discussed with National. The anticipated outcome is that the party will either break even per budget, or perhaps have a very small profit.

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Central Florida Chapter, Inc.**

NEW BUSINESS:

ACEND Group

A new group, ACEND was noted to have been recently formed that has the purpose of limited vendor type involvement as a preferred sponsorship with lunch and an educational CEU being provided to CAM's in attendance at no charge. It was noted that two Board members are now affiliated with this group. Shile Insurance, and Becker are preferred sponsors in their respective fields.

COMMITTEE REPORTS: (Committee Name and Board Liaison)

- Annual Meeting & Gala | Michael Kulich – No update at this time.
- Cares | Frank Ruggieri – Sunshine Foundation volunteers needed for upcoming event on Saturday, June 8, 2019. Additional dates noted below:
 - September 14th
 - November 16th
- Communications | Ken Zook – No update at this time.
- Education | Mike Kulich – No update at this time.
- Golf | Matt Vice – No update at this time.
- FLA/LAC | Robert Taylor – Committee's work is now complete for the year.
- 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.
- 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 – Marriott World Center, February 7, 2020, theme to be determined, list of possible choices distributed.

NEXT MEETING

Next Board Meeting: **The next meeting will be Thursday, August 1, 2019 at 9:15 a.m.** at Dubsdread Country Club. The Chapter meeting will follow starting at 11:30 a.m.

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.

Minutes prepared by Jessica Cox, CMCA, AMS on behalf of Kent Taylor, CMCA, AMS, PCAM, Chapter Secretary