

**Community Associations Institute
San Diego Chapter
Board of Directors Meeting
January 27, 2015**

NOTICE OF MEETING: Upon due notice given and received, a meeting of the Board of Directors was held on January 27, 2015 at the offices of Payne Pest Management.

DIRECTORS PRESENT: Bruce Rosenblatt
Joanna LaBahn-Cornett
Shannon Smith
Becky Groenewold
Laurie Poole
Brian Blackwell
Victoria Cohen
Kristine Gaitan
Lori Graham
Jeff Morin

Also present was Executive Director Barbara Ozenbaugh

CALL TO ORDER: Bruce Rosenblatt, President, called the meeting to order at 12:40 p.m.

SWEARING IN OF NEW DIRECTORS: Bruce Rosenblatt, President administered the oath to new Directors Victoria Cohen, Lori Graham and Jeff Morin.

OFFICER ELECTION: **PRESIDENT- ELECT:** Motion made by Bruce Rosenblatt to nominate Joanna LaBahn-Cornett as President-Elect. Motion was seconded by Brian Blackwell. Unanimously approved.

VICE-PRESIDENT: Motion made by Bruce Rosenblatt to nominate Shannon Smith as Vice-President. Motion was seconded by Lori Graham. Unanimously approved.

SECRETARY: Motion made by Bruce Rosenblatt to nominate Laurie Poole as Secretary. Motion was seconded by Lori Graham. Unanimously approved.

TREASURER: Motion made by Victoria Cohen to nominate Becky Groenewold as Treasurer. Motion was seconded by Lori Graham. Unanimously approved.

APPROVAL OF MINUTES: Motion made by Laurie Poole to approve the November 25, 2014 minutes with the following changes:

1. In "Acceptance of Financials", change the reference of "June, 2014" to "October, 2014."
2. Under "Committee Reports", correct typographical error "Motion made b Becky Groenewold . ." to "Motion made by Becky Groenewold. . ."

Victoria Cohen seconded. Unanimously approved.

APPROVAL OF FINANCIAL REPORT: Motion made by Victoria Cohen to receive the end of the year financial statement pending the annual review. Motion was seconded by Becky Groenewold. Unanimously approved.

PRESIDENT'S REPORT: Bruce Rosenblatt stated his goals for the year are as follows:

1. Economic viability for the Chapter.
2. Increase in membership

ACTION ITEM: Kristine Gaitan is to create a short survey to see why managers are not attending events and to circulate to the Board for input. Goal is to send survey prior to 2/24 Board meeting.

NEW BUSINESS:
Executive Director Report:

Written report was submitted in the board packet. Amanda is out on maternity leave and should return mid-April. Temp is Kimberly.

2015 Budget:

Motion was made by Joanna LaBahn-Cornett to approve the proposed 2015 budget with the following modification:

1. Line item 530 (Outside services/professional) to be reduced to \$10,000.00.

Bruce Rosenblatt seconded the motion. Unanimously approved.

ACTION ITEMS: Appoint a sub-committee of the Board to look into the following:

- Reduce rent by moving the Chapter office
- Reduce credit card fees (line item 533)
- Reduce telephone charges. Barbara Ozenbaugh said she will work on this one.
- Reduce postage costs (line item 510)
- Add a second Craft Beer Night in North County (Escondido)
- Talk to Byron Mettler about presenting "commercial" for CAI and CAI's Essentials Class at the Community At Bernardo Heights ("CABH") meeting.

Strategic Planning/Goals:

The Board reviewed the Strategic Planning Notes.

ACTION ITEM: Include the Strategic Planning notes into all Board packets for review and to ensure staying with goals.

UNFINISHED BUSINESS

Manager Member Scholarship

No action to take.

Manager Education Scholarships

No action to take.

**CONSENT CALENDAR
COMMITTEE REPORTS:**

Education Services – Request for \$3,400 for speaker and editing was included in proposed 2015 budget which was approved.

Membership – No Action

Marketing/Public Relations:

The Committee requested the Board set tentative 2015 dates for Board Basics classes at master associations. Motion made by Becky Groenewold to seek approval of the CABH Board to create a pilot “Introduction to CAI” class (not be the Essentials class) that could be presented to the CABH membership. The motion was seconded by Bruce Rosenblatt. Vote was unanimous.

Magazine Committee: No Action

Legislative Support Committee – No Action

Craft Beer Night: - No Action.

Day at the Races Committee: No Action

Golf Classic – No Action

Awards Nomination /Awards Banquet: - No Action

Designation Committee –No Action

Business partner Committee: No Action

Sponsorship Committee:

The committee requested \$160.00 for clear display holders for the middle of the lunch tables at Trade Shows to indicate and thank the sponsors of the event. Motion made by Laurie Poole to approve \$160 for the displays and request the Committee put the Platinum, Gold and Bronze sponsors on one side and the event sponsors on the other side. Bruce Rosenblatt seconded the motion. Vote was unanimous.

Quarterly Committee Chairs Meeting: No Action

Action Item: Board to review upcoming month’s calendar events to ensure that several Board members attend each Trade Show and social event.

DATE OF NEXT MEETING:

The next Board of Directors meeting will be held on February 24, 2015 at 12:30 p.m., at Payne Pest Management Offices.

ADJOURNMENT:

There being no further business to come before the Board of Directors at this time the meeting adjourned at 2:51 p.m.

Respectfully submitted by:

Laurie Poole, Secretary

Approved by Board on 2/24/15

/s/ Laurie Poole