

**Community Associations Institute
San Diego Chapter
Board of Directors Meeting
February 24, 2015**

NOTICE OF MEETING: Upon due notice given and received, a meeting of the Board of Directors was held on February 24, 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
Lori Graham

DIRECTORS ABSENT: Kristine Gaitan
Jeff Morin

Also present was Executive Director Barbara Ozenbaugh

I. CALL TO ORDER: Bruce Rosenblatt, President, called the meeting to order at 12:26 p.m.

II. APPROVAL OF MINUTES: Motion made by Becky Groenewold to approve the January 27, 2015 minutes. Victoria Cohen seconded. Unanimously approved.

III. APPROVAL OF FINANCIAL REPORT: Motion made by Victoria Cohen to receive the financials pending the annual/auditor review. Motion was seconded by Bruce Rosenblatt. Unanimously approved.

ACTION ITEM: As CD's mature, the Board is to be notified and decide on reinvestment.

IV. PRESIDENT'S REPORT: Bruce Rosenblatt stated that Claudia Sitta, Sponsorship Committee Chair will attend the March, 2015 Board meeting to discuss ideas for Chapter. Claudia is to submit recommendations ahead of time to be put into the Board packet.

Representatives from CAI-San Diego's Legislative Support Committee will also attend the March, 2015 Board meeting.

Bruce also received a communication from James McCormick that he will share at the March, 2015 Board meeting.

Bruce thanked Executive Director, Barbara Ozenbaugh for her 18+ years of service.

V. NEW BUSINESS

A. Executive Director Report:

Executive Director, Barbara Ozenbaugh reported that the manager survey had gone out. She also recommended that the Board consider reducing the number of events held by the Chapter. She reported that the survey shows that managers are least interested in the social events.

ACTION ITEM: Executive Director, Barbara Ozenbaugh is to pull the survey results and provide a report to the Board.

ACTION ITEM: Look at Google demographics of where manager members are located to determine closer event locations.

B. Trade Show:

Sponsorship Committee asked about selling tables of 8 to Business Partners at the Trade Shows. This matter was tabled to the March, 2015 meeting when committee chair will be attending.

ACTION ITEM: Contact CAI-Orange County to see how they do it (e.g., how many tables sold, handling managers who don't show up, etc.).

C. CED Transition Update:

Joanna LaBahn-Cornett reported that the Executive Committee has been working with Crystal Wallace at CAI National. Job listings were posted on the California and National chapters of the American Society of Association Executives. Crystal is helping to review resumes, pre-screen candidates and schedule phone interviews.

Laurie Poole reported that the Executive Committee had entered into a contract with Third Sector Company, a referral company for interim executive directors for nonprofit corporations and professional associations. The Executive Committee will be interviewing a potential interim executive director after the Board meeting.

VI. UNFINISHED BUSINESS

A. Manager Member Scholarships:

No action to take. The Board reviewed the application from Kim Nguyen.

B. Manager Education Scholarships: The Board reviewed the application from Kim Nguyen. Since Kim has not served on a CAI-San Diego committee for at least 6 months, she does not meet the qualifications. Motion made by Becky Groenewold to have the Chapter Executive Director communicate with Kim to inform her that she needs to join the education committee or another committee of her choice and re-apply for the scholarship 5 or 6 months afterwards. The communication should be copied to Karina Tatum, Education Committee Chair. Bruce Rosenblatt seconded the motion. Motion passed unanimously.

C. Strategic Planning/Goals 2015: The Board reviewed the Strategic Plan and discussed reviewing the marketing plan. Laurie Poole moved to have an ad-hoc committee appointed to review the marketing plan and make recommendations to the Board for changes. The ad-hoc committee will consist of Shannon Smith, Joanna LaBahn-Cornett, Kristine Gaitan, Claudia Sitta (Sponsorship Committee Chair) and Dmitryi Todorov (Business Partner Committee Chair). Becky Groenewold seconded the motion. Motion unanimously passed.

D. Board Member Event Attendance: Bruce Rosenblatt asked all Board members to try to attend Chapter events.

E. Board Planning Calendar: No action taken.

VII. CONSENT CALENDAR- COMMITTEE REPORTS

A. Education Services: Becky Groenewold moved to appoint Laurie Poole as Board liaison for the Education Services Committee. Bruce Rosenblatt seconded. Motion unanimously passed.

ACTION ITEM: Laurie to discuss another water program with the Education Services Committee.

ACTION ITEM: Chapter Executive Director Barbara Ozenbaugh is to see if the October 7, 2015 Trade Show can be moved due to a conflict with NN Jaeschke's vendor fair that is being held the same day.

B. Membership: No Action

C. Marketing/Public Relations: No Action

D. Magazine: No Action

E. Legislative Support Committee: Laurie Poole moved to appoint Victoria Cohen as Board liaison for the Legislative Support Committee. Bruce Rosenblatt seconded. Motion unanimously passed.

Becky Groenewold moved to approve the nomination of Ken Dillingham to be the CLAC Chapter Volunteer of the Year for CAI-San Diego. Joanna LaBahn-Cornett seconded. Motion unanimously passed.

- F. Craft Beer Night:** No Action.
- G. Day at the Races:** No Action
- H. Golf Classic:** No Action
- I. Awards (Nomination/Banquet):** No Action
- J. Designation:** No Action
- K. Business Partner Committee:** No Action
- L. Quarterly Committee Chairs Meeting:** No Action

VIII. DATE OF NEXT MEETING: The next Board of Directors meeting will be held on March 24, 2015 at 12:00 p.m., at Payne Pest Management Offices.

IX. ADJOURNMENT: There being no further business to come before the Board of Directors at this time the meeting adjourned at 1:57 p.m.

Respectfully submitted by:

/s/ Laurie Poole

Laurie Poole, Secretary