

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

NOTICE OF MEETING: Upon due notice given and received, a meeting of the Board of Directors was held on March 24, 2015 at the offices of Payne Pest Management.

DIRECTORS PRESENT: Bruce Rosenblatt, President
Joanna LaBahn-Cornett, President-Elect
Shannon Smith, Vice-President
Becky Groenewold, Treasurer
Laurie Poole, Secretary
Victoria Cohen
Kristine Gaitan
Lori Graham
Jeff Morin

DIRECTORS ABSENT: Brian Blackwell

Also present was Interim Executive Director Jerold Kappel.
Sponsorship Committee Chair, Claudia Sitta, joined the meeting from 12:30 p.m. – 1:30 p.m.
Shannon Smith left the meeting at 1:00 p.m.
Kristine Gaitan left the meeting at 2:09 p.m.

I. CALL TO ORDER: Bruce Rosenblatt, President, called the meeting to order at 12:11 p.m.

II. APPROVAL OF MINUTES: Motion made by Becky Groenewold to approve the February 24, 2015 minutes. Shannon Smith seconded. Motion unanimously passed.

III. APPROVAL OF FINANCIAL REPORT: As the financial information had been provided on March 23, 2014, the Board briefly reviewed the information and no action was taken.

ACTION ITEM: Jerold Kappel and Becky Groenewold to continue to review financial information.

IV. PRESIDENT'S REPORT: The Board reviewed the February 2, 2015 correspondence from James R. McCormick, Jr. The Board discussed posting minutes and treasurer's reports on the CAI-San Diego website – have to be a member to review these documents.

The Board discussed the function of the Sponsorship Committee with Chair, Claudia Sitta. Motion made by Laurie Poole to appoint Shannon Smith as Board liaison to Sponsorship Committee. Lori Graham seconded. Motion unanimously passed.

ACTION ITEMS: Board to provide a response to James' letter. Laurie Poole will draft and circulate.

Jerold to provide results of January, 2015 survey to the Board for before the April, 2015 Board meeting.

Jerold to send copies of committee reports to each committee chair.

V. NEW BUSINESS

A. Interim Executive Director Report: The Board reviewed the Status Report prepared by Interim Executive Director, Jerold Kappel.

ACTION ITEMS: Interim Executive Director, Jerold Kappel is to investigate options for the database program used by CAI-San Diego and to consult with CAI-National as to how to better interface with CAI-National's database.

Jerold is to prepare a Financial Management Policy for the Board to review.

Jerold is to investigate outside payroll service and costs.

Jerold is to provide Board with copies of Committee Charters to review before the next Board meeting.

Kristine Gaitan is to keep the website up to date with current events, board meetings, etc. Kristine Gaitan is to also add Committee Chairs to the website and their contact information.

B. CED Transition Update:

The Executive Committee reported that it has held several phone interviews with candidates and has several in-person interviews calendared.

VI. UNFINISHED BUSINESS

No action.

VII. CONSENT CALENDAR- COMMITTEE REPORTS

A. Education Services:

Jerold Kappel reported that the October 7, 2015 Trade Show has been moved to October 6, 2015 (due to the conflict with NN Jaeschke's vendor fair on 10/7.) No action taken.

B. Membership:

The committee requested \$500 to buy more bags to give to new members.

ACTION ITEMS: Ask Membership Committee to obtain sponsors for the bags.

Jerold is to look in the office to see if there are extra bags.

C. Marketing/Public Relations:

The Board discussed the upcoming event on May 19, 2015 at CABH titled "New HOA Trends in Solar Energy and Water Conservation". The Board reviewed the flyer and made suggestions for changes. Motion was made by Becky Groenewold to approve the May 19, 2015 CABH event to be held in cooperation with CAI-San Diego. Joanna LaBahn-Cornett seconded. Motion unanimously passed.

D. Legislative Support Committee: No Action.

E. Sponsorship Committee: No Action.

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 April 28, 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 2:40 p.m.

Respectfully submitted by:

/s/ Laurie S. Poole

Laurie Poole, Secretary