

Central Ohio Chapter CAI
Programs Committee Meeting Minutes
July 26, 2017

Attendees: Karen Murphy, Chair, Kim Bock, Jeff Kaman, and Robin Strohm
Absent: Kathis Cesa, Jess Griffith, and Mike Lange

I. **CALL TO ORDER**

Karen Murphy called the meeting to order at 8:32 a.m.

II. **APPROVAL OF LAST MEETING'S MINUTES**

The minutes from the June 7, 2017, meeting were emailed to committee members prior to this meeting. *Minutes were approved by unanimous vote of those present.*

III. **OLD BUSINESS**

a. **2017 LUNCHEONS**

i. **Topics:**

1. **November 16** – Emergency Service Panel – 2-3 people for this topic—Kim Bock is going to work on getting a “fun” graphic for the topic
 - a. **Fire Department/Police Department**—Kim Bock will reach out to her contacts in these categories to get two speakers.
 - b. **SecureaKey (Local Firefighter)** – program for access to units without having to bust in the doors. Karen Murphy will reach out to her contact with SecureaKey to secure their services as a speaker.

ii. **Location:** Since Mike Lange was not in attendance, this matter was tabled. *Mike—if you have any updates in this area, the plan is to go visit some of the options for our August meeting (see below).*

b. **BOARD LEADERSHIP DEVELOPMENT COURSES**

- i. October 21—8:30 until noon. Offer breakfast (obtain sponsor)
- ii. Need to better market this event – “Save the Date” post cards to Management Companies to send to their Board members (most Board members will NOT check the CAI site for information). Then follow up flyer to Management Companies to send to their Board members.

c. **PROPERTY MANAGER LUNCHEON**

- i. Date: Friday, December 8—maybe having wine (since it is on a Friday afternoon)
- ii. Location: TBD –looking at ClaySpace, Marcy’s Clayground, pARTyStudio as options.
- iii. Speaker: -- Cost under \$500. Speaker to talk about organization/time management. Karen Murphy (and Bob Bowen) are looking into speaker options. Bob did find one for \$1,000 (he was coming from Cincinnati—so we are looking local now).

d. **2018 LUNCHEONS**

Dates: January 25 (Annual Meeting)—Insurance and Remediation (these seem to go hand in hand), March 22, May 24, July 27 (Friday happy hour and education), September 27, and November 15.

Topics: Coffee with the Board (casual, different Board members each time), Social event (possibly on the July 27 date).

III. OLD BUSINESS (cont.)

e. SPEAKER MANUAL

We want to have organizational materials to give to our speakers to let them know when to arrive, what topic(s) they are covering, make them aware that their lunch is on the chapter, and to request a draft of their presentation before the luncheon. Kim Bock and Jeff Kaman are going to work on this.

f. CHARTERS – CAI National notes that each Committee should have a Charter—noting the committee’s purpose, etc. Kim Bock and Jeff Kaman will put this together.

g. SURVEY – We discussed developing an interactive survey for CAI members at our June meeting. We had no further discussion at this meeting.

IV. NEXT COMMITTEE MEETING

The next committee meeting is on Wednesday, August 24, at 2:00 p.m. at a location to be determined – based on venue options for future CAI events.

V. ADJOURNMENT

Having no further business to come before the committee, a motion was made and seconded to adjourn the meeting. Meeting adjourned at 9:07 a.m.

Respectfully submitted,

Karen A. Murphy
Programs Committee Chair