

Central Ohio Chapter CAI
Programs Committee Meeting Minutes
February 6, 2019

Attendees: Karen Murphy, Chair; Kim Bock, Vice Chair, Arnold Barzak, Kathie Cesa, Michelle Hoffman, Jeff Kaman, and Aimee Myers

Absent: Jeremy Hamilton, Jennifer Huber, and Jane Rogaliner

I. **CALL TO ORDER**

Karen Murphy called the meeting to order at 8:35 a.m.

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

The minutes from the November 29, 2018, meeting were presented for approval. *Minutes were approved by unanimous vote of those present with one change – adding Aimee Myers to those in attendance.*

III. **OLD BUSINESS**

A. **Board Leadership/Development Classes**

- a. **Better Marketing/Incentives** – The committee is looking into incentives for Board members to attend. Several ideas were discussed – Vouchers for a future luncheon; perhaps a drawing for Property Managers who have attendees at the classes, piggy back on the Trade Fair. Jeff is also going to get more feedback from Cincinnati's Chapter – as they offer the course online (but to date have not had any takers on the online course).
- b. **Selection of Date for the 4-hour course** – Karen is to provide information to Kathie to send out an email poll to the Chapter's volunteer members to get a feel for time frame on 4-hour class.

B. **2019 Luncheons**

- a. **March 28** – Culture Shoc (effective meetings) – Speaker is confirmed for this date. Speaker's cost \$500. Kathie will be getting the speaker's bio sometime within the next day or two. She will meet with him on 2/22 to go over attendees at luncheon for him to tailor his speech to the attendees.
- b. **May 23** – Women Leadership panel – Kim and Jennifer are working on this. Speakers will be women leaders in the Management field. Jeff is going to give Kim information on a presentation that was done showcasing Women attorneys. Kim will look into getting a VIP moderator.
- c. **July 19** – Informal Summer gathering. Possible locations – Pins in Dublin. Arnold will call to see if reservations are needed. Date is Friday, July 19, 2019, at 2:00 p.m. Attendees will be responsible for purchasing their own beverages/food.
- d. **September 26** – Mechanics of a disaster – Michelle Hoffman – All ready to go. Michelle noted that speaker has been approved for CE by CAI.
- e. **November 21** – Legal Session – panel of three or four attorneys answering pre-submitted written questions. Jeff will moderate this (he also stated he has some boiler plate questions in the event we don't receive enough general questions for the panel).

C. **Educational Materials on CAI Website**

****The protocol for these submissions is: Prepare the article without any company identifiers, submit article to Jeff Kaman, who will review for appropriateness, then Jeff Kaman will send to the committee members for approval. Once approved, article will go onto website.**

***While the tasks listed below have names assigned to them, the finished articles will not have any names or companies associated with them.**

- a. Karen Murphy to submit a section on what my condo fee covers?
- b. Kim Bock to submit a section on: What to consider when buying a condo and for what am I responsible as the owner.
- c. Jeff Kaman will reach out to insurance companies to get information on HO-6 policies (and any add on coverages that owners may need). He will also put together a section on governance.
- d. Aimee Myers will put together the "do's" and "dons" for community managers. This is to give an idea of what managers do and don't do for Associations.

IV. **NEW BUSINESS**

None.

V. **NEXT COMMITTEE MEETING**

The next committee meeting is at 8:30 a.m. on Monday, April 29, 2019, at Jeff's office in Worthington.

VI. **ADJOURNMENT**

Having no further business to come before the committee, a motion was made and seconded to adjourn the meeting. Meeting adjourned at 9:28 a.m.

Respectfully submitted,
Karen A. Murphy
Programs Committee Chair