



October 16, 2015

To: Columbia Association Board of Directors  
Advisory Committee Chairpersons  
Village Board Chairs  
Village Managers  
Members of the Press  
CA Management

From: Jeanne N. Ketley, Board Chairperson

**The Columbia Association Board of Directors Meeting will be held on Thursday, October 22, 2015 at 7:30 p.m. at the Columbia Association Building, 6310 Hillside Court, Columbia, MD 21046.**

**AGENDA**

- |                                                                                                                                                                |                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. Call to Order (Announce Directors/Staff in Attendance)                                                                                                      | 1 min.                        |
| 2. Announcement of Closed/Special Meetings Held/To Be Held                                                                                                     | 1 min.                        |
| 3. Approval of Agenda                                                                                                                                          | 1 min.                        |
| 4. Disclosure of Conflicts of Interest                                                                                                                         | 1 min.                        |
| 5. Resident Speakout                                                                                                                                           |                               |
| 6. Approval of Minutes                                                                                                                                         | <b>October 8, 2015</b> 2 min. |
| 7. Chairperson's Remarks                                                                                                                                       | 3 min.                        |
| 8. President's Report – See written report – Follow-Up Questions from the BOD                                                                                  | 10 min.                       |
| 9. Committee Chairs' Remarks                                                                                                                                   | 10 min.                       |
| (a) Board Operations Committee                                                                                                                                 |                               |
| (b) External Relations Committee                                                                                                                               |                               |
| (c) Planning and Strategy Committee                                                                                                                            |                               |
| (d) Strategic Implementation Committee                                                                                                                         |                               |
| (e) CA Representatives to the Inner Arbor Trust Board of Directors                                                                                             |                               |
| 10. Recommendations for Board Action                                                                                                                           |                               |
| (a) Consent Agenda                                                                                                                                             |                               |
| 1. Approval of New Members to the Architectural Review Committee                                                                                               | 1 min.                        |
| (b) Recommendations for Action                                                                                                                                 |                               |
| 1. Approval of the Major Capital Projects recommended by the Planning and Strategy Committee to include in the Proposed FY 17 and Conditional FY 18 Budgets    | 30 min.                       |
| 2. Approval of the New Operating Initiatives recommended by the Planning and Strategy Committee to include in the Proposed FY 17 and Conditional FY 18 Budgets | 30 min.                       |
| 3. Approval of the Revised Columbia Association Sponsorship Policy                                                                                             | 10 min.                       |
| 11. Special Topics and Presentations                                                                                                                           | 30 min.                       |
| (a) Update to the Board on Outreach to the Golfers/Patrons at the Hobbit's Glen Golf Club                                                                      |                               |

- 12. Committee Agendas
  - (a) Strategic Implementation Committee 5 min.
    - 1. Discussion
      - (a) Committee Tracking Form
  - (b) External Relations Committee 5 min.
    - 1. Discussion
      - (a) Committee Tracking Form
- 13. Tracking Forms 5 min.
  - (a) Tracking Form for Board Requests
  - (b) Tracking Form for Resident Requests
- 14. Talking Points 2 min.
- 15. Adjournment – No Later than 11:00 p.m. (Projected Ending Time: Approximately 10:05 p.m.)

**Next Board Meeting: Thursday, November 12, 2015**

**ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.**

**CA Mission Statement**

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

**CA Vision Statement**

Making Columbia the community of choice today and for generations to come.

**DRAFT**  
**Minutes of the**  
**BOARD OF DIRECTORS MEETING**  
**Held: October 8, 2015**

To be approved: October 22, 2015

A meeting of the Columbia Association Board of Directors was held on Thursday, October 8, 2015 at the Columbia Association Building. Present were Chairperson Jeanne Ketley and members Reg Avery (arrived at 7:48), Dick Boulton, Brian Dunn, Janet Evans, Alan Klein, Nancy McCord, Gregg Schwind, Andy Stack, and Chao Wu. Also present were CA President/CEO Milton Matthews, and Chief Staff Liaisons Susan Krabbe and Norma Heim.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:31 p.m. by the Chairperson, Jeanne Ketley.

**2. Announcement of Closed/Special Meetings Held/To Be Held:**

The Board of Directors held a closed meeting on September 24, 2015 at the Columbia Association Building. Members present were Reg Avery, Dick Boulton, Brian Dunn, Janet Evans, Jeanne Ketley, Alan Klein, Nancy McCord, Gregg Schwind, Andy Stack and Chao Wu. The vote to close the meeting was 7-1-2.

For:	Messrs. Boulton, Dunn, Schwind, Stack, and Wu, and Mses. Ketley and McCord
Against:	Mr. Klein
Abstain:	Ms. Evans and Mr. Avery

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(i) Discussion of matters pertaining to employees and personnel. The meeting was closed from 10:35 p.m. until 11:10 p.m.

**3. Approval of Agenda:**

**Action:** Mr. Stack moved that the agenda be approved as presented. Ms. McCord seconded the motion, which passed. Vote: 9-0-0.

For: Messrs. Boulton, Dunn, Klein, Schwind, Stack and Wu, and Mses. Ketley, Evans and McCord

**4. Disclosure of Conflicts of Interest:** none

**5. Resident Speakout:**

- (a) Russ Swatek, Long Reach, spoke about dredging and maintaining Dannon Garth Pond.
- (b) Mary Eliot, Long Reach, spoke about restoring Dannon Garth Pond.
- (c) Jeff Staples, Long Reach, spoke about maintaining Dannon Garth Pond.
- (d) Bridget Mugane, Long Reach, spoke about historic habitat that includes Dannon Garth Pond.

*Mr. Avery arrived at 7:48 p.m.*

- (e) Ed Alverson, Long Reach, spoke about maintaining Dannon Garth Pond.
- (f) Bob Holland, Long Reach, spoke about dredging Dannon Garth Pond.
- (g) James Leasure, Long Reach, spoke about maintaining Dannon Garth Pond.
- (h) Makneeka Moss, Long Reach, spoke about maintaining Dannon Garth Pond.
- (i) Damon Foreman, Long Reach, spoke about maintaining Dannon Garth Pond.
- (j) Carol Weil, Long Reach, spoke about maintaining Dannon Garth Pond.

- (k) Jeff Friedhoffer, Wilde Lake, spoke about the need for bathrooms at Wilde Lake Park. *(He also submitted written testimony)*
- (l) Kevin McAliley, Wilde Lake, praised the Wibit Bash event and spoke about: maintaining Slayton House; abating stormwater issues at tot lots; signage and restrooms at Wilde Lake Park; and a covenant enforcement position. *(He also submitted written testimony)*
- (m) Jason Bernard, Long Reach, spoke about maintaining Dannon Garth Pond.
- (n) Kevin Inghram, Long Reach, spoke about Dannon Garth Pond.
- (o) Dale Walemoth, Long Reach, spoke about maintaining Dannon Garth Pond.
- (p) Jillian Rydl, Long Reach, spoke about maintaining Dannon Garth Pond.

**6. Approval of Minutes of July 23, 2015**

**Action:** Mr. Stack moved that the minutes be approved with an amendment to add the following to Line 147: “and to include CA’s ideas about the vision of Columbia in its reasons for objecting to the requested waiver.” Mr. Wu seconded the motion, which passed. Vote: 9-0-1.

For: Messrs. Boulton, Dunn, Klein, Schwind, Stack and Wu, and Mses. Ketley, Evans and McCord

Against: none

Abstain: Mr. Avery

**Approval of Minutes of September 24, 2015**

**Action:** Mr. Stack moved that the minutes be approved as presented; Mr. Wu seconded the motion, which passed unanimously. Vote: 10-0-0.

**7. Chairperson’s Remarks: None.**

**8. President’s Report: None**

**9. Committee Chairs’ Remarks**

- (a) Board Operations Committee: none
- (b) External Relations Committee: none
- (c) Planning and Strategy Committee: none
- (d) Strategic Implementation Committee: none
- (e) CA Representatives to the Inner Arbor Trust Board of Directors: Mr. Schwind said the next IAT Board meeting will be at 7:30 a.m. on October 21.

**10. Recommendations for Board Action**

(a) Consent Agenda – None

(b) Recommendations for Action

1. Approval of Howard County Easement Request – Kings Contrivance – Open Space Lot 282

**Action:** The Board unanimously approved the SIC recommendation to approve an easement on Open Space Lot 282.

2. Approval of Howard County Easement Request – Kings Contrivance – Open Space Lot 284

**Action:** The Board unanimously approved the SIC recommendation to approve an easement on Open Space Lot 284

3. Approval of Recommendation of Groups to Invite to Stakeholders Dinners

The Board discussed whether or not groups to which Board members belong should be invited to stakeholder dinners.

**Action:** Mr. Dunn moved that the Howard County Citizens Association’s board of directors not be invited to a stakeholder dinner. Mr. Schwind seconded the motion, which failed. Vote: 4-6-0.

For: Messrs. Dunn, Schwind and Stack, and Ms. McCord

99                   Against:   Messrs. Avery, Boulton, Klein and Wu, and Mses. Ketley and Evans  
100                   Abstain:   none  
101        **Action:** The Board approved the ERC recommendation to invite the following groups to stakeholder  
102                   dinners during FY 2016: 1) Chamber of Commerce, 2) state delegation and county elected  
103                   officials, 3) directors of the League of Women Voters of Howard County and Howard County  
104                   Citizens Association, and 4) village board chairs and village managers. Vote: 6-3-1.  
105                   For:           Messrs. Avery, Boulton, Klein and Wu, and Mses. Ketley and Evans  
106                   Against:   Messrs. Schwind and Stack, and Ms. McCord  
107                   Abstain:   Mr. Dunn

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109        **11. Special Topics and Presentations -- none**

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111        **12. Committee Agendas**

112           (a) Planning and Strategy Committee

113                1. Discussion

114                   (a) PSC Hosts Board Budget Direction Work Session on Board and Staff Major Capital Projects  
115                   and New Initiatives, and Village Association and Advisory Committee Requests  
116                   The Board discussed proposed FY 17 capital budget items to determine whether or not there was  
117                   consensus on each item. The Board asked staff to provide more information about: 1)  
118                   construction of a Hickory Ridge Park, 2) the future of Waiting Spring Pond in Long Reach and  
119                   Pushcart Pond in Oakland Mills, and 3) Lakefront bell tower construction. The Board will  
120                   continue discussion of FY 17 and FY 18 capital projects, new initiatives and village association  
121                   and advisory committee requests during a work session scheduled for October 15 at 7:30 p.m.

122                   (b) Committee Tracking Form: no additions

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124        **13. Tracking Forms**

125           (a) Tracking Form for Board Requests: no additions

126           (b) Tracking Form for Resident Requests: no additions

127        **14. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

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129        **15. Adjournment:** The meeting was adjourned at 10:57 p.m.

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132        Respectfully submitted,

133  
134        Valerie Montague

135        Recording Secretary

## OCTOBER 2015

### Message from the Office of the President/CEO

Columbia Association and Howard County Government recently partnered with the University of Maryland to participate in the University's "Partnership for Action Learning in Sustainability" (PALS) program. The partnership will bring practical, research-based assistance and expertise to projects to enhance Columbia.

Columbia Association, the first nonprofit organization to participate in the PALS program, is sponsoring five projects, one of which is "An Oral History of Life and Change in Columbia, MD." Via a series of interviews with local residents, junior and senior anthropology majors are collecting data to assess environmental and community sustainability and change in Columbia over the past 50 years.

Seventy Columbia residents applied to be interviewed. Of these, thirty were chosen for the project. They represent a cross-section of Columbia in terms of age, gender, ethnicity, length of time lived in Columbia, and the village(s) in which s/he has resided. Interviews are being conducted at Columbia Association headquarters and are videotaped. They delve into why the community member moved to Columbia; their initial impressions; how the environment and open space in Columbia impact their life; diversity and its impact on Columbia; community feeling; possible future changes each person might suggest and/or want to see in Columbia; and what each person likes best and least about living here.

While interviews are still ongoing, it is clear that interviewees are passionate about the community. Interview responses are varied and include statements such as "It's a great place to raise kids," "I love the lakefront and the pathways," and "There is something about Columbia that keeps me here." Diversity of population, racial tolerance, the Howard County Public School and Library Systems, and the pathways and lakes are valued, as are volunteer opportunities; local events such as the Columbia Festival of the Arts, concerts and Wine in the Woods; and programs for seniors. Changes that have been noticed include the demise of the smaller "Mom and Pop" shops in the village centers; the passing of the small-town, neighborhood feeling; and development which has resulted in issues such as increased traffic. Changes that might be needed for the future include more affordable housing and more public transportation.

Students will produce a report analyzing community and environmental change in Columbia, and will publish a professional booklet containing the transcripts of the interviews. The booklet will also be part of the Columbia 50<sup>th</sup> Birthday celebration.

The project has garnered enthusiasm from both the students and Barbara Kellner, manager of the Columbia Archives and project coordinator. One student wrote in their blog, "I am...excited for the transcripts to provide future researchers information to use." Another wrote, "...it is exciting to think about expanding the oral history archives of Columbia and to learn more about how residents see Columbia and the goals and successes of the community." Barbara sums it up by saying, "It has been a great opportunity to hear from a variety of people and to see the stories absorbed by the students. I've had a chance to see Columbia through their eyes."



## **Sport and Fitness**

### **Tennis**

Each year the 17 USTA regions nominate one tennis organization from within their region to vie for the title of USTA Tennis Organization of the Year. The USTA Mid-Atlantic region has chosen CA as their nomination for the 2016 award. This is an enormous endorsement of the leadership and vision Anish has brought to CA and to the hard work and commitment of his team to deliver on that vision.

CA Tennis Fall junior and adult programs have significant participation increases in both programs as compared to prior year. Juniors are up to 258 from 206 last year and adults are up to 225 from 183 last year.

Wilde Lake Tennis Club played host to several big events:

- USTA Regional Tournament for adults from September 11-13 with over 400 players participating;
- The Championships at Columbia for adults from September 23-27 with approximately 160 participants; and
- USTA Combo Regionals for adults from October 9-11 with over 300 players participating.

Indoor Tennis at the Athletic Club played host to our first US Open Tennis Finals watch party and mixer on Sunday, September 13 with 14 members and guests participating.

CA hosted its season-ending member and guest social on Saturday, October 3 at the Athletic Club with 24 participants.

CA hosted a “Young Professionals Tennis Event” a new USTA initiative to attract the 18-39 demographic to the sport. We had 8 participants.

CA had its head tennis professional lead a clinic for Maryland Tennis Special Olympics coaches at Reservoir High School on Saturday, September 19. CA also donated multiple court times at our tennis clubs to Howard County Tennis Special Olympics for their team practices.

In-house league play continues to thrive at all our tennis clubs with participation increases in the Combo league play to 631 this year as compared to 555 last year and in the Fall league play to 344 this year as compared to 327 last year.

Pickleball continues to be popular and offered two days weekly at Wilde Lake Tennis Club with an average of 14-16 players per day. Cardio Tennis continues to be popular and grow.

## **Planning and Community Affairs**

### **Development Monitoring**

Staff from the Office of Planning and Community Affairs continued to monitor development in and around Columbia. The updated Development Tracker, which tracks development proposals and meetings for sites in and close by to Columbia is available on-line at <http://bit.ly/DevelopmentTracker>. This is updated at least monthly. Planning staff also attended various public meetings related to planning and development including:

- Long Reach village center revitalization public meeting
- Two Planning Board meetings on the proposed Royal Farms gas station
- Gave a presentation to the River Hill Village Board on New Town zoning regulations and process.

### **Community Building Speakers Series**

Don Elliott, a nationally recognized zoning and planning expert will be the next featured guest in the Community Building Speakers Series. Mr. Elliott will speak about how modern zoning codes address development and change in maturing large planned communities. The event will be co-hosted with Howard County Government on October 28 at 7pm at Slayton House. Registration is appreciated at: [ZoningSpeakerSeries.Eventbrite.com](http://ZoningSpeakerSeries.Eventbrite.com).

### **Partnership Learning in Sustainability**

Planning and Community Affairs staff continued to oversee and coordinate CA projects for the University of Maryland's Partnership Learning in Sustainability (PALS) program. CA and Howard County applied together for the PALS program and were selected by the university. The PALS program will operate for the academic year 2015-2016 and will bring practical, research-based assistance and expertise to projects to improve Columbia.

### **Bike Friendly Community**

Columbia Association and Howard County Government hosted a meeting with representatives from League of American Bicyclists (LAB) and Bike Maryland on whether Columbia would be a good candidate to be designated as a "Bike Friendly Community." The meeting included a bike tour and feedback from a representative from LAB. There was enthusiasm among the participants about a joint application by Howard County Government and Columbia Association. Further discussions are planned.

### **Facility Inspections**

The Department of Open Space and Facility Services began conducting village and neighborhood facility inspections this month in conjunction Office of Planning and Community Affairs staff. Inspections help identify capital improvements to maintain CA's facilities for use by the community associations.

## **Community Services**

Columbia Archives' Barbara Kellner received a Preservationist of the Year award from Preservation Howard County in recognition of preserving and sharing the history of Columbia and Jim Rouse's vision through events, media and presentations.

Youth and Teen Center has formed a partnership with Howard County Police Department. One of the activities that has come out of the partnership is the Chess Club. On Mondays at the Teen Center the game of chess is taught by Howard County Police Officers who have a love for the game.

Columbia Archives and Open Space worked together to create the 15<sup>th</sup> annual BikeAbout on September 26. It was a great success by the numbers and the achievement of goals. By the Numbers, there were 412 participants, 61 volunteers including National Honor Society students from Centennial HS, and five strong partners – Columbia Amateur Radio Association for monitoring the



route, Howard County for planning the pilot lane and providing information about the future of Long Reach Village Center, Giant Foods and Whole Foods for free food for participants, Howard County Police for the assistance at intersections and the Bicycle Patrol who said they had a great time. The goals of the BikeAbout are to increase awareness of Columbia history, increase familiarity and use of the path system; and to encourage cycling for recreation and pleasure. The post event survey revealed that 92% felt the event raised their awareness of Columbia history; 99% felt the event raised the awareness of the path system; 94% said they saw new paths and 72% said they were more likely to use their bicycles for errands, visiting or commuting.

International Exchange & Multicultural Programs held the *Western Europe Culture Fest* on October 4, from 1:30 to 4:30 pm at the Miller Library, in collaboration with Howard County Library System. Attendance was over 500 people. This album of photos was taken by the Library's photographer, Geoffrey Baker: <https://goo.gl/AJ1GiR>

School Age Services added free Martial arts lessons to the after school program in two schools. These lessons will rotate to all the schools throughout the course of the year. Additionally, art classes taught by Art Center teachers and fitness sessions provided by Sports & Fitness personal trainers will begin in October and run throughout the year.

Volunteer Center Serving Howard County was awarded a Volunteer Generation Fund (VGF) continuation grant from the Governor's Office on Service and Volunteerism (GOSV). Funds support the recruitment and management of new volunteers and the education of organizations to utilize volunteers effectively in our community. Seven new partner organizations were added in September, with approximately 300 new volunteers registered.

## **Communications and Marketing**

### **Press Releases & Media Interaction**

Seven releases were sent between September 1 and October 9. High-profile coverage during that period included *Club Insider Online* about the USTA award for which CA has been nominated; an article in the *Columbia Flier* about CA's opposition to the Royal Farms proposal on Snowden River Parkway; an ABC2 website feature mentioning the Columbia Solar Cooperative; and photo spreads in the *Columbia Flier* of the Swansfield Mini-WaterPark and the Bowled Over fundraiser at Columbia Art Center.

### **Email Broadcasts**

Columbia Archives, Fairway Hills, Hobbits Glen, Art Center, CA Monthly Digest, Haven, Columbia Ice Rink, School Age Services, Community Exchange & Time Banking, KidSpace, Martial Arts, Planning & Community Affairs, Camps, Aquatics, CA Fitness

### **Print Publications**

The topic of September *CA Monthly* was fall events and the topic for October is Volunteering.

### **Advertising**

Print Ads September – October

BikeAbout event: *Columbia Flier*

Wibits/Wibits Bash: Mall Directory display, *Columbia Flier*

New Mobile App: *Columbia Flier*

New Headquarters: October issue of *Howard Magazine*, the Fall/Winter edition of the *Welcome to Our Neighborhood Guide*, and the Columbia Festival of the Arts' October events program booklet

Korean translation service: *Korea Times* and *Korea Daily*

CA memberships and activities for mature adults: *2015 Howard County Senior Resource Guide* distributed through the Howard County Office on Aging, *50+EXPO Guide*, *Columbia Flier*, aqua therapy and aqua fitness classes at Haven on the Lake, Columbia Athletic Club and Columbia Gym: *Columbia Flier*.

General CA programs for kids: (swimming, mini-golf, camps, martial arts, Art Center, Ice Rink, Youth and Teen center, roller-skating and more) *Columbia Flier*, *2015 Pointer's Run PTA Student Directory* distributed to all parents

### **Direct Mail**

September: Special offer for class packs at Haven on the Lake

October: Open House for people over the age of 50 at the end of October

### **Social Media as of September 30, 2015**

Facebook: over the 8,000 mark at 8,090!

Twitter: 2,899

YouTube Channel Views: 116,286

### Social Media Highlights:

–Popular posts: shared article about MD's new laws taking effect Oct. 1 and Howard County Police Department's alert to public about robberies around Lake Elkhorn

–Top YouTube videos continue to be non-promo/evergreen videos such as mowing/mulching leaves & Lyme Disease prevention

### **Videos Produced and/or Filmed**

Columbia Art Center Empty Bowls

Youth & Teen Center Columbia Teen Idol

Synergy Program for HR

CATO Video for HR

CA's Partnership with Howard County Library System

CA's Partnership with Howard County Police Department

CA Headquarters Move

Wulah Cooper at Columbia Art Center

CA's Partnership with Horizon Foundation

NeighborRide

### CM Radio:

Howard County Volunteer Center Serving Howard County  
Time Banking

### **September Membership**

General (not including Haven): 81 PPP, 86PP; 223 total  
16 were initiated online

– Total revenue: \$343,572

Haven: 44 Refresh, 1 Revive, 6 Restore, 5 Rejuvenate; 56 total

– Total revenue: \$28,703

### **Other**

As of the November issue of *CA Monthly*, we will be scaling back to four pages. In January 2016, we will launch an 8-page insert in *Howard Magazine*.

## **Monthly Updates**

### **Columbia Swim Center**

Design and preconstruction services associated with the Columbia Swim Center facility assessment survey are actively continuing. The design team is working toward the two design options requested by the board. Project Scheduling and budget estimates will accompany the options.

### **Indoor Tennis Facility**

Design and preconstruction services associated with the new indoor tennis facility are underway. The design team has submitted a first round or schematic design and working toward refinements to address several design issues related to the site. Construction cost estimates based on the schematic design are due to CA before the end of October.

### **Inner Arbor Plan and Organization**

The next meeting of the Inner Arbor Trust Board of Directors is October 21, 2015.

## **Upcoming Events**

### **Community Building Speakers Series**

Don Elliott, a nationally recognized zoning and planning expert will be the next featured guest in the Community Building Speakers Series. Mr. Elliott will speak about how modern zoning codes address development and change in maturing large planned communities. The event will be co-hosted with Howard County Government on October 28 at 7pm at Slayton House. Registration is appreciated at: [ZoningSpeakerSeries.Eventbrite.com](http://ZoningSpeakerSeries.Eventbrite.com).

International Exchange & Multicultural Programs and the Tema Sister City Committee will be hosting *Ghana Fest 2* at Slayton House in Wilde Lake on Sunday, November 8 from 3 - 5:30 pm to celebrate Columbia's Sister City relationship with Tema (Agreement was signed in Nov 2014). Kwame Ansah-Brew and his FRITETE African Dance Company will perform. Food will be provided by Okumkom Catering. Both were at the first Ghana Fest in November 2013. The Mayor of Tema will send a message via video and a representative of the Ambassador of Ghana will speak. The event is free and for the community.



Summer Camps will host a Camp Fire Event on Saturday October 24th, at the Wilde Lake Barn. The camp team will be roasting marshmallows, making smores, singing songs, playing games, taking a night hike and doing arts and crafts activities. This event is free to all families.



Date: October 13, 2015  
To: CA Board of Directors  
Thru: Milton W. Matthews, President/CEO  
From: Jane Dembner  
Re: Appointments to the Architectural Resource (ARC) Committee

In accordance with the Architectural Resource Committee Charter, request the following people be appointed to Columbia Association's Architectural Resource Committee from October 1, 2015 through April 30, 2016 to replace two previously appointed members who can no longer serve on the committee.

Debbie Nix, Harper's Choice  
Craig Garrison, Columbia Association



## COMMITTEE RECOMMENDATIONS TO BOARD

Date: October 16, 2015  
To: Columbia Association Board of Directors  
From: Andy Stack, Chair – Planning and Strategy Committee  
Subject: Major Capital Projects for the Draft FY 17/Conditional FY 18 Capital Budget

### Issue:

At its October 8, 2015 meeting during the Board of Directors meeting and the October 15, 2015 work session, the Planning and Strategy Committee (PSC) reviewed and discussed the proposed major capital projects (summary attached), as well as other issues and projects that may impact, or be impacted by the proposed projects. The two sessions were hosted by the PSC, and included the entire Board, the members of which participated actively in the review and discussions.

### Discussion:

PSC members and other Board members reviewed and discussed the proposed major capital projects.

### Recommendation of Committee:

By a vote of   3   For   0   Opposed   0   Abstain

☐

Has no recommendation.

☒

Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

### Justification for Recommendation:

The discussions were extensive, with PSC and Board members thoroughly discussing the back-up materials and related matters. The PSC moved to recommend that the Board of Directors approve the proposed major capital projects with the understanding that the following projects are subject to additional information from staff and further Board evaluation before approval:

1. Hickory Ridge Park Construction;
2. Long Reach Tennis Construction;
3. Long Reach Waiting Spring Pond Planning Funds;
4. Oakland Mills Pushcart Pond Construction; and,
5. Town Center Bell Tower Construction.

The plan for these items is to have another work session to complete the discussions before the final budget votes are taken in February, preferably before the end of calendar year 2015.

Motion: The recommendation must be written in the form of a motion or resolution.

The PSC moved to recommend that the Board of Directors approve the proposed major capital projects with the understanding that the following projects are subject to additional information from staff and further Board evaluation before approval:

1. Hickory Ridge Park Construction;
2. Long Reach Tennis Construction;
3. Long Reach Waiting Spring Pond Planning Funds;
4. Oakland Mills Pushcart Pond Construction; and,
5. Town Center Bell Tower Construction.

Additional Action recommended by committee in lieu of motion or in addition to motion:  
None.

**Columbia Association****FY 17 and FY 18 Draft Capital Requests (Category II)**

	Page Nos.	Project name	FY 17 Amount	FY 18 Amount	Straw Vote
1	43	Aquatics - Hawthorn ADA Wading Pool, Deck Repair	-	425,000	
2	12	Aquatics - River Hill ADA Wading Pool & Shade	370,000	-	
3	13	Archives - Welcome Center Exhibit	35,000	-	
4	14	Athletic Club - Architectural/Engineering	200,000	-	
5	44	Athletic Club - Construction Funding Facility Improvements	-	2,500,000	
6	15, 45	CA Wide - HVAC Projects/Replacements	300,000	300,000	
7	46	CA Wide - Planning and Implementation Funds (for outcomes of the facility assessment surveys)	-	750,000	
8	16, 47	Columbia Gym - HVAC Projects	350,000	300,000	
9	17, 48	Fairway Hills Golf - Facility Planning Funds (FY 17); Construction (FY 18)	75,000	350,000	
10	18	Hickory Ridge Park Construction	300,000	-	
11	19, 49	Hobbit's Glen Irrigation System Front 9 Mainlines	375,000	325,000	
12	20, 50	Horse Center - Barn Roof Replacement Phase 2	350,000	375,000	
13	21	Ice Rink - Architectural/Engineering	200,000	-	
14	51	Ice Rink - Construction Funding Facility Improvements	-	2,000,000	
15	22, 52	IT Improvements (Phase I and II)	150,000	155,000	
16	23, 52-A	Long Reach Tennis -Construction of six tennis indoor courts	8,000,000	500,000	
17	24	Long Reach Waiting Spring Pond	70,000	-	
18	25	Oakland Mills Pushcart Pond Dredging	300,000	-	
19	26	Open Space - Establish a Sediment Placement Site	500,000	-	
20	27	Town Center - Bell Tower Construction Funding	250,000	-	
		<b>Equipment and Vehicles</b>			
21	53	CIP - Replacement of vehicle CC54	-	130,000	
22	54	CIP - Replacement of vehicle CC61	-	65,000	



	Page Nos.	Project name	FY 17 Amount	FY 18 Amount	Straw Vote
23	55	CIP - Replacement of vehicle CC62	-	65,000	
24	28	CIP - Replacement of vehicle CB56	40,000	-	
25	56	Construction - Replacement of CS12 - 2002 Ford E350	-	50,000	
26	29	Construction - Replacement of C19	50,000	-	
27	30	Landscape Services - Replacement of MB50 - 2003 Ford F350	35,000	-	
28	57	Landscape Services - Replacement of MB54	-	35,000	
29	31	Landscape Services: New Roll-On/Roll Off Heavy Duty Truck Replacing C6 - 2002 Ford F350	60,000	-	
30	32	Neighborhood Pools - Replacement of vehicle A14 - 2001 Ford F350	35,000	-	
31	33	Neighborhood Pools - Replacement of vehicle A18 - 2004 Ford F350	50,000	-	
32	34, 58	Open Space Management - Replacement of Kubota Power Groundmaster Units	30,000	55,000	
33	35	Open Space Management - Replacement of MB14 - 2004 Ford F350	35,000	-	
34	59	Open Space Management - Replacement of MB82 - 2005 Ford F350	-	35,000	
	<b>Cat II</b>	<b>Total CAT II</b>	<b>12,160,000</b>	<b>8,415,000</b>	
	<b>Cat I</b>	<b>Total CAT I</b>	<b>3,720,000</b>	<b>3,655,000</b>	
		<b>Total CAT I &amp; CAT II</b>	<b>15,880,000</b>	<b>12,070,000</b>	
		Parameters for All Categories I, II, and III	<b>21,000,000</b>	<b>17,000,000</b>	
		<b>CAT III</b>	<b>5,120,000</b>	<b>4,930,000</b>	



## COMMITTEE RECOMMENDATIONS TO BOARD

Date: October 16, 2015  
To: Columbia Association Board of Directors  
From: Andy Stack, Chair – Planning and Strategy Committee  
Subject: New Operating Initiatives for the Draft FY 17/Conditional FY 18 Budget

Issue:

At its October 8, 2015 meeting during the Board of Directors meeting and the October 15, 2015 work session, the Planning and Strategy Committee (PSC) reviewed and discussed the proposed new operating initiatives (summary attached), as well as other issues and projects that may impact, or be impacted by these items. The PSC hosted both sessions and included the entire Board, the members of which participated actively in the review and discussions.

Discussion:

PSC and Board members reviewed and discussed the proposed new operating initiatives.

Recommendation of Committee:

By a vote of   3   For   0   Opposed   0   Abstain

☐

Has no recommendation.

☒

Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

Justification for Recommendation:

The discussions were extensive, with PSC and Board members thoroughly discussing the back-up materials and related matters. The PSC moved to recommend that the Board of Directors approve the proposed new operating initiatives with the understanding that the living wage program is subject to additional information from staff and further Board evaluation before approval. The plan for this item and five proposed capital projects is to have another work session to complete the discussions before the final budget votes are taken in February, preferably before the end of calendar year 2015.

Motion: The recommendation must be written in the form of a motion or resolution.

The PSC moved to recommend that the Board of Directors approve the proposed new operating initiatives as submitted, with the understanding that the living wage program is subject to further Board evaluation before approval.

Additional Action recommended by committee in lieu of motion or in addition to motion:  
None.

FY 17 and FY 18 DRAFT OPERATING BUDGET

	Page No.	OPERATING INITIATIVES	FY 17	FY 18	Straw Vote
1	61	Aquatics - Haven on the Lake Lead Lifeguard; convert from part-time to full-time (on-going)	15,000	15,500	
2	63, 91	Community Services - 50th Birthday Celebration Funds for marketing, advertising, posters and assist with funding	35,000	35,000	
3	65, 93	Community Services - 50th Birthday Managing Director	65,000	25,000	
4	67	Community Services - Part-time Older Adult Program Coordinator	45,000	47,000	
5	69	Community Services, Archives - Welcome Center part-time position (on-going)	130,000	134,500	
6	71	General Counsel - Part-time Covenants Administrator	38,500	42,000	
7	75	Golf Maintenance (Fairway Hills) - convert two part-time positions to full-time positions (on-going).	30,000	31,000	
8	77	Golf Maintenance (Hobbit's Glen) - convert two part-time positions to full-time positions (on-going).	30,000	31,000	
9	79	Human Resources - Living Wage Program for full-time positions (on-going)	30,000	31,000	
10	81	Human Resources - Team Member Incentive Award Program (on-going)	75,000	75,000	
11	84, 95	IT - Corporate Performance Management (CPM) - Budget Program	100,000	6,500	
12	86	Office of Planning - Property Standards Evaluation Program	-	-	
13	88, 97	Open Space and Facility Services - Bikeshare Pilot Program	65,000	15,000	
		<b>Total</b>	<b>\$658,500</b>	<b>\$488,500</b>	



## COMMITTEE RECOMMENDATIONS TO BOARD

Date: October 15, 2015  
To: Columbia Association Board of Directors  
From: Dick Boulton, Chair, External Relations Committee  
Subject: CA Sponsorship Policy

Issue:

The Board of Directors wished to review and amend CA's Sponsorship Policy.

Discussion:

At the September 24, 2015 Board of Directors Meeting, the External Relations Committee members and other Board members reviewed and discussed changes made to the Sponsorship Policy. The attached policy reflects requested changes.

Recommendation of Committee:

By a vote of   3   For   0   Opposed   0   Abstain

☐

Has no recommendation.

☒

Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

Justification for Recommendation:

Motion: The recommendation must be written in the form of a motion or resolution.

The ERC moved to recommend that the Board accept a revised version of the CA Sponsorship Policy.

Additional Action recommended by committee in lieu of motion or in addition to motion: None

## **Columbia Association Communications & Marketing Policy**

Responsible Office: C&M  
POC: CA Events Manager  
Updated: October 2015  
Approval: Director C&M

### **SPONSORSHIP POLICY**

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#### **POLICY STATEMENT**

##### **Statement of Purpose**

This policy is designed to establish processes and provide guidance to CA departments and programs regarding sponsorships and related matters such as CA branding at events. Any sponsorship agreements entered into by CA, regardless of the financial value of the sponsorship, must comply with this policy.

Sponsorships benefit CA when conducted in a manner consistent with CA's mission, values and brand. In considering whether to agree to a particular sponsorship, we must be mindful that the protection of CA's reputation, assets and image is imperative.

##### **General Principles Governing Sponsorships**

CA retains control over any sponsored program, and sponsors will not have any input into operational matters relating to a program or event they have sponsored.

Sponsors gain significant value from the exposure and association with CA through a sponsorship relationship. Fees paid to CA to obtain a sponsorship are used to underwrite the cost of the program or event. CA will not provide advertising endorsing a sponsor's products or services. Rather, CA will provide sponsorship acknowledgement through a variety of media channels as appropriate to the promotion of the event or program. Such acknowledgement, however, does not automatically imply any endorsement by or exclusive arrangement with CA.

The Director of Communications and Marketing in concert with CA's President/CEO is responsible for determining whether a sponsorship will be solicited and/or accepted based on an assessment of the prospective sponsor's participation and how that supports CA's mission of "Making Columbia an even better place to live, work and play", and may refuse any sponsorship deemed at variance with CA's mission.

##### **Responsibility**

CA's Communications & Marketing (C&M) Department is authorized to administer this policy. Any inquiries from individuals, businesses or organizations desiring to obtain a presence before CA members or recognition at a CA event or program should be directed to C&M's Events Manager to discuss sponsorship opportunities.

The Department of Communications and Marketing, is responsible for overseeing the planning and execution of CA-wide sponsorships. He/she will work collaboratively with other CA units to identify opportunities for sponsorships, for determining activities and elements appropriate for the sponsor related to the particular event or program, for pricing and valuation of CA assets and benefits, for ensuring that CA's brand is also prominent in all aspects of the sponsored

event or program, for identifying an appropriate venue, and for planning appropriate channels for promoting the event or program and acknowledging the sponsor therein.

### **Who Can Be A Sponsor?**

Sponsorship agreements will be made with organizations that align with CA's mission of making Columbia an even better place to live, work and play and that have no real or perceived conflict of interest.

#### **CA will not accept sponsorships from:**

- Political parties;
- Individuals running for office;
- Entities representing political or religious ideologies; or
- Entities that provide programs and services that compete with those things provided by CA to the community and which CA depends upon for revenue (for example; a gym, camp organization, or spa).

The President/CEO will advise the Board of Directors of any contemplated sponsorship if:

- It is reasonably expected that the community might question whether the contemplated sponsor's goods or services serve to promote the best interests of the community;
- The contemplated sponsor would be the sole sponsor for an event rather than one of a number of sponsors; or
- The contemplated sponsor would be a sponsor of multiple events.

In the event that the President/CEO provides such notice to the Board, the proposed sponsorship agreement will not be executed by CA for a period of at least seven days following such notice, so as to allow CA's Directors the opportunity for comment.

### **Requirements**

The relationship requires a formal written agreement or confirmation setting out the terms of the sponsorship, including any recognition to be provided to the sponsor, and must be signed by an authorized member of the sponsor organization and CA's President/CEO or his/her designee. Sponsorships must comply with CA's policy on conflicts of interest.

CA reserves the right to decline any offer of sponsorship in its absolute discretion and/or to negotiate with the sponsor concerning any aspect of a proposed sponsorship.

### **Definitions**

**Acknowledgment** is a term used to signify the recognition of sponsorship support. Typical acknowledgments may include logo placement and/or sponsor information in the materials associated with an event, activity or program being supported by the sponsor. Acknowledgement may also be provided in published coverage of the event.

**Asset** is a term used to describe the tangible items, programs, services, or activities owned by CA that provide a benefit to sponsors. These include, but are not limited to, marks, logos, signage, websites, materials related to activities supported by the

sponsor, venues, media, events, programs, tickets, hospitality opportunities and merchandise.

**Benefits** are any item or service provided to a sponsor in concert with their sponsorship of an event, activity or program. Examples may include, but are not limited to, acknowledgment, merchandise, presence at a CA facility or property being used for the event, activity or program and event tickets, food and beverages for sponsor attendees.

**In-Kind Sponsorships** provide some benefit to CA (from the sponsor) in lieu of cash. An example of an in-kind sponsorship would be if Howard County General Hospital received a presence at a CA Health Fair held at one of our clubs in exchange for CA having the opportunity to include buckslips that promote Haven's healing environments in the mailing of patient hospital bills. Even in-kind sponsorships require a formal signed sponsorship agreement

**Licensing** is a contractual agreement that allows the use of CA's marks (logos) for approved applications. Any licensing requests must go through C&M's Communications & Marketing department for approval and to provide the artwork to the requesting entity. Generally, the only time that CA will enter an agreement for use of its mark is if CA has a formal relationship with the other entity and use of the mark is related to an event or program that CA is sponsoring. Use of CA's mark is interpreted as endorsement of the entity whose material the mark appears upon, which is why this permission is granted sparingly.

**Sponsorship** is a relationship with an organizational entity where that entity provides money used to underwrite an activity, program or event; they may also provide product to be distributed to attendees. In return, the entity receives acknowledgment of the sponsorship via various media channels and/or a presence at the activity, program or event. Acknowledgement may also be provided in published coverage of the event.



**DATE:** October 16, 2015

**TO:** Columbia Association Board of Directors

**FROM:** Milton W. Matthews

**SUBJECT: Update on Outreach to the Golfers/Patrons at the Hobbit's  
Glen Golf Club**

An update on outreach to the golfers and patrons at the Hobbit's Glen Golf Club will be presented. Several initiatives are currently underway including meetings with golfers and community members. Focus group meetings will be held later in October.

jfl



**Tracking Form**  
**Strategic Implementation Committee FY16**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC		Update - Key Performance Indicators Dashboard			ongoing		to be included in the President's Report for the fiscal year quarters (June, September, December, March)	
SIC		Monitor Watershed Program			ongoing			Provided in November, 2014. Will update as a report and the Board can decide if they need it on an agenda
SIC		Monitor Lake Water Quality			ongoing			Provided in January, 2015. Will update as a report and the Board can decide if they need it on an agenda
SIC		Monitor CA's Comprehensive Sustainability Plan efforts			ongoing			Reporting quarterly in the dashboard - April, June, September, December, 2015
SIC		Friends of Bridge Columbia to present their responses to County report	TBD					

**Tracking Form**  
**Strategic Implementation Committee FY16**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC	2/26/2015	Howard County Easement Request - 100 year flood plain drainage and utility easement. Village of Kings Contrivance.	2/26/2015		Staff sent revised request to Howard County. No response to date			
SIC	5/28/2015	New Headquarters - Transfer of Funds	5/28/2015			5/28/2015	recommended	approved
SIC	5/28/2015	FY 15 and FY 16 Category II Equipment Purchase Changes	5/28/2015			5/28/2015	recommended	approved
SIC	6/29/2015	CA Board Guidance to CA Representatives on the Inner Arbor Trust Board of Directors	9/24/2015				CA/IAT Board members will meet to develop some guiding principles for Board discussion	
SIC	6/29/2015	Update on the Long-Term Lake Management Plan and Funding Discussion for Wilde Lake	7/23/2015			7/23/2015	recommended	approved
SIC	6/29/2015	Swim Center Architectural/Engineering Capital Funding Request	7/23/2015			7/23/2015	recommended	approved
SIC	9/24/2015	Howard County Easement Request - Kings Contrivance - Open Space Lot 282	9/24/2015			10/8/2015	recommended	approved
SIC	9/24/2015	Howard County Easement Request - Kings Contrivance - Open Space Lot 284	9/24/2015			10/8/2015	recommended	approved
SIC	10/8/2015	Update on Dannon Garth Pond	10/22/2015					

**FY 16 Tracking Log  
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC (from FY 15 End-of-Year Report)		Create Schedule for Board Visits to Advisory Committees in FY 2016	Ongoing On the agenda 9/24/2015			Schedule and committee list was shared with BOD 6/30/2015 Revised on 9/1/15 committee list and schedule shared on 9/1/15 Committee sign up sheet and meeting dates/times will be posted for BOD meeting on		

**FY 16 Tracking Log  
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC (from FY 15 End-of-Year Report)	6/1/2015	Plan and Host Stakeholders Dinners	First Discussed on 6/25/2015 To be discussed on 7/23/2015 On the agenda 9/24/2015			Documents posted for BOD meeting on 9/24/2015	ERC recommended that the Board hold a stakeholder dinner with the 1)Chamber of Commerce, 2) state delegation and county elected officials, 3) Howard County Citizen Association(HCCA) and League of Woman Voters (LWV) board of directors, and 4) village board chairs and managers. Stakeholder dinner is scheduled for Monday November 23, 2015 at Historic Oakland. 9/24/2015	Board voted and approved Stakeholder dinners as proposed (10/8/15)
ERC (from FY 15 End-of-Year Report)		Determination of Carillon Bells	A process is underway to hire a consultant to assist in moving forward -Aug 2015					
ERC		Continue to build strategic partnership relationships with Howard County Schools, Festival of the Arts, and Columbia 50th Birthday Celebration, Inc.	Ongoing					

**FY 16 Tracking Log  
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC		Continue to build relationships with stakeholders in the community	Ongoing					
ERC	6/25/2015	Snowden River Development	Discussed 6/25/2015 On the agenda for 7/23/2015				The Board directed staff to consult a land use attorney to help craft testimony to present to the Planning Board in opposition to direct access to and from Snowden River Parkway for a proposed gas station. 7/23/15	Milton presenting at HoCo Planning Board Public Hearing on 9/17/2015
ERC	6/25/2015	Sound Issue at Merriweather	6/25/2015 Postponed till 7/23/2015			This was suppose to be discussed on by the board on 7/23/2015 but it was already handled by the Howard County Executives		Completed. No action was required because the Howard County Executive sent a letter to the Howard County Citizens association.

## FY 16 Tracking Log

### External Relations Committee

[illegible]

Board Request Tracking Log  
FY 16  
As of October 15, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
2	Alan Klein	Would it be possible for you to prepare a summary of the specific bills which CA lobbied about and their disposition?	5/1/2015	General Counsel	5/29/2015	5/13/2015
3	Gregg Schwind	Can we get good numbers on exactly how many people have taken advantage of our senior discount for gym memberships since the inception of the senior discount 2-3 years ago?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
4	Gregg Schwind	How many Haven members are 65+? Why is there no reference to the senior discount on the Haven site or in the Haven membership materials?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
5	Gregg Schwind	How are we marketing our senior discount to older adults? Why is there no reference to the senior discount on the CA website?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
6	Gregg Schwind	Can we get numbers on Older Adult gym and pool memberships (single facility and PP and pools only) for the past year or several years to see if there is a trend (i.e., are we gaining or losing older adults in our fitness facilities and pools)?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015

Board Request Tracking Log  
FY 16  
As of October 15, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
7	Reg Avery (on behalf of Barbara Russell)	What is the specific amount of insurance that CA carries for the IAT property? What does it cost annually? What specifically does it cover? Does it cover the liability for public events such as Wine in the Woods that ar held on the property? What, if any, obligation does IAT have for insuring the property and who legally authorizes the outside events like Wine in the Woods- IAT or CA?	4/7/2015	Chief Financial Officer	5/7/2015	5/13/2015
8	Gregg Schwind	Who can qualify for reduced-price memberships and what paperwork does CA require to make that determination?	8/27/2015	Communications & Marketing	9/30/2015	9/22/2015



Resident Request Tracking Log  
FY 16  
As of October 16, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
2	Tom and Ginger Scott	Does CA continue to distinguish between Board members and CA employees in the tax reporting of Package Plan memberships and, if so, the rationale behind that distinction.	5/3/2015	Chief Financial Officer	6/3/2015	5/8/2015
3	Joel Hurewitz	What document or policy, if any, provides for the President to preside at Members Meetings when Section 4.02 of the Bylaws gives this responsibility to the Chairperson of the Board, and Section 4.03 gives this responsibility to the Vice-Chairperson in the absence of the Chairperson and Section 4.04 does not specifically give this responsibility to the President?	4/9/2015	General Counsel	6/1/2015	5/27/2015

Resident Request Tracking Log  
FY 16  
As of October 16, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
4	Joel Hurewitz	What document or policy, if any, provides for an annual organizational meeting, separate and distinct from the Members Meeting, of the Columbia Council when SEVENTH (1) of the Charter states that "The members of the Corporation shall be the Columbia Council	4/9/2015	General Counsel	6/1/2015	5/27/2015
5	Joel Hurewitz	What document or policy, if any, provides for the election of a Chair and Vice-Chair of the Columbia Council separate and distinct from the Chairperson and Vice-Chairperson of the Board of Directors?	4/9/2015	General Counsel	6/1/2015	5/27/2015

Resident Request Tracking Log  
FY 16  
As of October 16, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
6	Joel Hurewitz	<p>What document or policy, if any, provides for the backdating of the appointment of Members and Board of Directors especially in light of the amendments to SEVENTH (3) of the Charter which provides that "Each member and director so elected shall serve as such until the end of his/her term as Columbia Council Representative or until his or her successor is duly elected and qualifies, whichever is later" with the May organizational meeting being later than the election of the Council Representative?</p>	4/9/2015	General Counsel	6/1/2015	5/27/2015

Resident Request Tracking Log  
FY 16  
As of October 16, 2015

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
7	Joel Hurewitz	What document or policy, if any, provides for the backdating of the appointment of the Executive Officers when Section 4.01 of the Bylaws provides that "Each such officer shall hold office until the first meeting of the Board of Directors after the annual meeting of members next succeeding his or her election, and until his or her successor shall have been duly chosen and qualified"?	4/9/2015	General Counsel	6/1/2015	5/27/2015
8	Robert E. Slattery	He would like to see the application Prescott College made for grants from CA and to better understand the evaluative process that led to the grants to Prescott College.	9/8/2015	Community Services	10/8/2015	9/17/2015
9	Tom Scott	Would like a link to the data on which CA based statements re: Sport and Fitness FY 16 revenue and expenditures in its letter in the August 20, 2015 Columbia Flier	9/14/2015	Chief Financial Officer	10/14/2015	9/24/2015