



February 24, 2015

**To:** Alan Klein  
Nancy McCord  
Gregg Schwind  
Milton W. Matthews

**From:** Russ Swatek, Board Chair

**cc:** Columbia Association Board of Directors  
Rob Goldman, Governance Chief of Staff  
Sheri Fanaroff

**Subject: Board Operations Committee Meeting – Monday, March 2, 2015 at 7:30 p.m. – CA Board Room**

**AGENDA**

1. Call to Order
2. Announcement of Closed/Special Meetings Held/To Be Held **1 min.**
3. Approval of Agenda **1 min.**
4. Resident Speakout
5. Approval of Minutes **February 2, 2015** **2 min.**
6. Administrative Items **40 min.**
  - a. Guidelines for Closing a Meeting
  - b. End-of-Year Reports from Board Committees
  - c. Comprehensive Consistent Code of Conduct and Ethics Policies
7. Tracking Forms **20 min.**
  - a. External Relations Committee
  - b. Planning and Strategy Committee
  - c. Strategic Implementation Committee
  - d. Board Operations Committee
8. Finalize Proposed Agendas for upcoming Board of Directors Meetings **30 min.**
  - a. Review Proposed Draft – March 12, 2015
  - b. Review Proposed Draft – March 26, 2015
9. Talking Points **2 min.**
10. Adjournment – Approximately 9:45 p.m.