

**MINUTES**  
**BOARD OPERATIONS COMMITTEE MEETING**  
**HELD: NOVEMBER 3, 2014**

Approved: December 1, 2014

The regular meeting of the Board Operations Committee was held on Monday, November 3, 2014, at 7:42 p.m. at the Columbia Association Building. Present were BOC members Russ Swatek, Alan Klein, Reginald Avery (attended on behalf of Nancy McCord), and Brian Dunn (attended on behalf of Gregg Schwind). Board Vice Chair Andrew Stack was also present, as were CA President/CEO Milton Matthews and Chief Staff Liaisons Susan Krabbe and Jane Dembner. Governance Chief of Staff Rob Goldman arrived at 8:21 p.m.

2. **Announcement of Closed/Special Meetings Held/To Be Held:** None.
3. **Approval of the Agenda:** Reginald Avery moved to approve the agenda; Alan Klein seconded. The BOC voted unanimously to approve the agenda.
4. **Resident Speakout:** Dick Boulton of Dorsey's Search spoke regarding the easement agreement between the Columbia Association and the Inner Arbor Trust.
5. **Approval of the Minutes:** Reginald Avery moved to approve the Minutes of the September 29, 2014 meeting. Alan Klein seconded.  
Vote: 2-0-2.  
For: Russ Swatek and Reginald Avery  
Against: None  
Abstaining: Alan Klein and Brian Dunn
6. **Finalize Proposed Agenda for upcoming Board of Directors Meetings:**
  - (a) **Approval of the Agenda for the November 13, 2014 BOD Meeting:** Alan Klein moved that an agenda item for possible topics for future Board discussions be added before the review of Tracking Forms on future Board meeting agendas.  
Vote: 3-1-0  
For: Russ Swatek, Alan Klein and Reginald Avery  
Against: Brian Dunn  
Abstain: None

The BOC agreed to add an item under the SIC agenda regarding a corporate resolution for a brokerage account.

Reginald Avery moved to approve the agenda as amended. Alan Klein seconded the motion.

Vote: 4-0-0  
For: Russ Swatek, Brian Dunn, Alan Klein, Reginald Avery  
Against: None

Abstain: None

**7. Administrative Items:**

**(a) Date to Convert to Use of CA Issued Email Addresses by CA Board of Directors:**

The BOD reviewed the memo from Milton Matthews regarding the status of the transition to Board member use of CA-issued email addresses and the timeline to complete that conversion. Reginald Avery moved to approve the timeline; Alan Klein seconded the motion.

Vote: 4-0-0

For: Russ Swatek, Brian Dunn, Alan Klein, Reginald Avery

Against: None

Abstain: None

The BOC also discussed setting up an e-mail address list for senior staff members supporting the Board of Directors.

8. **Tracking Form:** The BOC Tracking Form was reviewed.

9. **Talking Points:** Presented by Alison Mathieson.

10. **Adjournment:** The meeting adjourned at 9:55 p.m.

Respectfully submitted,

Alison Mathieson  
Recording Secretary