

MINUTES
BOARD OPERATIONS COMMITTEE MEETING
HELD: SEPTEMBER 2, 2014

Approved: September 29, 2014

The regular meeting of the Board Operations Committee was held on Tuesday, September 2, 2014, at 7:30 p.m. at the Columbia Association Building. Present were BOC members Andrew Stack, Russ Swatek (on behalf of Gregg Schwind), Nancy McCord and Alan Klein. Gregg Schwind arrived at 8:07 p.m. Also present were Jeanne Ketley and Chief Staff Liaisons Susan Krabbe and Jane Dembner, Governance Chief of Staff Rob Goldman, General Counsel Sheri Fanaroff, and President/CEO Milton Matthews.

2. **Announcement of Closed/Special Meetings Held/To Be Held:** None.
3. **Approval of the Agenda:** Nancy McCord moved to approve the Agenda, Russ Swatek seconded. The BOC voted unanimously to approve the Agenda. Vote 4-0-0.
4. **Approval of the Minutes:** Nancy McCord moved to approve the Minutes of the August 4, 2014 meeting, Russ Swatek seconded. The vote to approve was 3-0-1.
For: Nancy McCord, Andrew Stack and Russ Swatek
Against: None
Abstain: Alan Klein
5. **Resident Speakout:** No residents were present for Resident Speakout.
6. **Approval of the Agenda for the September 11, 2014 BOD Meeting:** Alan Klein made a motion to change the time for Resident Speakout to "TBA", Russ Swatek seconded.
Vote 2-2-0
For: Alan Klein and Russ Swatek
Against: Andrew Stack and Nancy McCord
Abstain: None
Action: Motion failed to pass.

Alan Klein asked to discuss the issue of noise at Haven on the Lake and around the neighborhoods. Jeannne Ketley also raised the issue of noise and the possibility of instituting noise laws within the HOA. President Matthews advised that Mary Kay Sigaty would be holding a meeting regarding a specific noise complaint in Town Center. Milton Matthews agreed to have staff prepare an outline who is responsible for noise enforcement within the HOA by the October 9 Board meeting.

Rob Goldman advised that Staff has been implementing all of the enhancements to the advisory committees that were approved by the Board in April and an update will be provided at the October meeting.

Nancy McCord moved to approve the agenda for the September 11, 2014 Board of Directors meeting. Alan Klein seconded the motion.

Vote: 4-0-0
For: Andrew Stack, Gregg Schwind, Nancy McCord and Alan Klein
Against: None
Abstain: None

7. Administrative Items Arising from the BOC Job Description:

(a) Guidelines for Closing a Meeting: Sheri Fanaroff, General Counsel, provided a summary showing the guidelines for conducting closed meetings of the Columbia Association Board of Directors. The BOC discussed what should be considered privileged. Alan Klein made several suggestions for changes to be made to the suggested guidelines. The BOC discussed providing information in advance of closed meetings to the Board. Nancy McCord made a motion to table this item for four months. Alan Klein seconded the motion. The vote to approve was 3-1-0.

For: Nancy McCord, Alan Klein, Gregg Schwind
Against: Andrew Stack
Abstain: None

(b) FY 15 Goals for CA President/CEO – President Matthews provided his goals for the remainder of fiscal year 2015. There were several questions from Board members and in particular on the capacity to enroll online for a CA membership. In goal no. 4 it was requested that the word “small” be changed to “limited” and add “build, plan and purchase”. Goal no. 4 was amended to read “Fully implement, on a limited scale, the capacity to enroll (build, price and purchase) online for a CA membership.”

It was agreed to remove the word “next” from goal no. 3.

Nancy McCord moved to approve the President/CEO’s goals for the remainder of fiscal year 2015 as amended. Gregg Schwind seconded the motion. The vote to approve was 4-0-0.

For: Andrew Stack, Gregg Schwind, Nancy McCord and Alan Klein
Against: None
Abstain: None

(c) Principles for Civil Behavior at CA Meetings and Facilities: Jane Dembner presented principles for Civil Behavior at CA Meetings and Facilities. Jeanne Ketley suggested adding an additional principle, “apologize freely and accept apologies freely.” Alan Klein asked to add “respect people’s time” and “respect for people’s opinions”. It was suggested that these principles be read at the beginning of each meeting.

Nancy McCord moved to send the principles for Civil Behavior at CA Meeting and Facilities as amended be sent to the Board of Directors for approval. Greg Schwind seconded the motion. The vote to approve was 4-0-0.

For: Andrew Stack, Gregg Schwind, Nancy McCord and Alan Klein
Against: None
Abstain: None

8. **Tracking Form:** The tracking form was reviewed.
9. **Talking Points:** Alison Mathieson presented the Talking Points.
10. **Adjournment:** Nancy McCord moved to adjourn the meeting. Gregg Schwind seconded the motion. The BOC meeting adjourned at 9:12 p.m.

Respectfully submitted,

Alison Mathieson
Recording Secretary