

**Minutes of the  
BOARD OPERATIONS COMMITTEE MEETING  
Held: August 4, 2014**

Approved: September 2, 2014

The regular meeting of the Board Operations Committee was held on Monday, August 4, 2014, at the Columbia Association Building. Present were the Chair, Andrew Stack, and members Brian Dunn (for PSC), Nancy McCord (for ERC), and Russ Swatek (for SIC). Absent BOC member: Alan Klein. Other Board members present were Michael Cornell, and Jeanne Ketley. Also present were CA President/CEO Milton Matthews, Governance Chief of Staff Rob Goldman, Chief Staff Liaison Jane Dembner and General Counsel Sheri Fanaroff.

**1. Call to Order:** The meeting was called to order at 8:30 p.m. by the Chair, Andrew Stack.

**2. Announcement of Closed/Special Meetings Held/To Be Held --none**

**3. Approval of Agenda.** Mr. Stack mentioned a request to delay Agenda Item 7a, "Guidelines for Closing a Meeting," until the next BOC meeting, which will be held on Tuesday, September 2 at 7:30 p.m. Ms. McCord moved to approve the agenda as amended; Mr. Dunn seconded. The BOC voted unanimously to approve the amended agenda. Vote: 4-0-0.

**4. Resident Speakout:** There was one participant in Resident Speakout:  
(a) Joel Hurewitz, Harpers Choice, spoke about guidelines for closed meetings.

**5. Approval of Minutes:**

**Action:** Ms. McCord moved to approve the minutes of June 2, 2014. Mr. Dunn seconded the motion, which passed. Vote: 1-0-3.

For: Mr. Stack

Against: none

Abstain: Mr. Dunn, Ms. McCord and Mr. Swatek

**Action:** Ms. McCord moved to approve the minutes of June 30, 2014. Mr. Dunn seconded the motion, which passed. Vote: 2-0-2.

For: Ms. McCord and Mr. Swatek

Against: none

Abstain: Mr. Dunn and Mr. Stack

**6. Finalize Proposed Agenda for upcoming Board of Directors Meeting**

(a) Review Proposed Draft for August 14, 2014

The BOC discussed the draft agenda for the August 14 BOD meeting and agreed to lengthen the time for Item 11(c)(1)(b) "Update – Status of Planning for Columbia Speaks" to 20 minutes, and move Item 11(d) "Board Self-Evaluation Process" to a BOC section of the agenda. They also discussed specifically inviting village managers and village board chairpersons to be present to hear Item 10(a) "Presentation of Recommendations from Columbia Market Study."

The BOC discussed including an examination of the minimum wage and/or living wage CA pays its employees in the upcoming benefits study being undertaken by the PSC.

Ms. McCord suggested agenda items for future meetings:

- Policy for behaving civilly at CA meetings and facilities. (Staff will propose suggested wording for a policy at the next BOC meeting.)
- Picnic for village-level volunteers. (Mr. Goldman noted that they are invited to CA's annual picnic at the Sports Park. The picnic will be held on September 13 from 4 p.m. – 8 p.m.)
- Discussion of CA's use of neonicitides and possible CA Board advocacy to encourage other entities to avoid using them.
- Covenant work session with the villages.
- Meeting with new Howard County Police Chief Gary Gardner. (He has been invited to CA stakeholder dinner to be held in March 2015.)

Mr. Swatek reminded members and staff about previously suggested items for future meetings:

- Updating CA's charter and by-laws
- Ethics policy

**Action:** Mr. Swatek moved to approve the amended agenda for the BOD meeting on August 14, 2014. Ms. McCord seconded the motion, which passed unanimously. Vote: 4-0-0.

#### **7. Administrative Items Arising from BOC Job Description**

(a) ~~Guidelines for a Closed Meeting~~ (moved to September 2 BOC agenda)

(b) Board Member Use of CA-Issued E-Mail Addresses

Staff will provide board members with a sheet of instructions for accessing their CA-issued e-mail addresses. The CA-issued e-mail addresses are to be used instead of personal e-mail addresses for CA business.

**8. Tracking Form:** No items were mentioned.

**9. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

**10. Adjournment:** Ms. McCord moved to adjourn the meeting. Mr. Swatek seconded the motion, which was approved by consensus. The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Valerie Montague  
Recording Secretary