

**Minutes of the
Board Operations Committee Meeting
March 31, 2014**

Approved: June 2, 2014

A meeting of the Columbia Association Board Operations Committee was held on March 31, 2013, at 7:00 p.m. at the Columbia Association building. Present were the Chair, Andy Stack, and members Brian Dunn, and Russ Swatek, and Cynthia A.S.H. Coyle substituting for Michael Cornell who arrived at 7:03 p.m.; and Staff Liaisons Rob Goldman and Susan Krabbe; and President Phil Nelson. Other Board members present were Tom O'Connor, Alex Hekimian, Suzanne Waller, Nancy McCord, and Gregg Schwind (who arrived at 7:25 p.m.).

2. Announcement of Closed/Special Meetings Held/to be Held There were no closed meetings or special meetings held.

3. Approval of the Agenda

Action: Mr. Swatek moved to approve the agenda and Mr. Dunn seconded. The agenda was approved unanimously as presented.

Vote: 4-0-0

For: Ms. Coyle; Messrs. Stack, Dunn, and Swatek

Against: None

Abstain: None

4. Approval of the Minutes

March 6, 2014

Action: Mr. Swatek moved to approve the minutes of March 6, 2014, and Mr. Dunn seconded. The minutes were approved as presented.

Vote: 3-0-1

For: Messrs. Stack, Dunn, and Swatek

Against: None

Abstain: Ms. Coyle (she was not present at that meeting)

5. Resident Speakout There were no residents present to participate in Resident Speakout.

6. Finalize Proposed Agendas for Upcoming Board of Directors Meetings

a. Review Proposed Draft—April 10, 2014 (meeting will start at 7 p.m.)

At 7:03 p.m. Michael Cornell arrived.

Action: Mr. Dunn moved and Mr. Swatek seconded that the proposed agenda for the April 10, 2014, Board meeting be approved. Mr. Dunn suggested adding a discussion of Downtown Columbia legislation pending before the County Planning Board concerning Merriweather Post Pavilion, and Mr. Swatek agreed. Mr. Cornell suggested that the Board

write a letter to the County expressing the Board's desired outcome in the matter. The matter was placed under the Planning and Strategy Committee for 20 minutes. The amended agenda was approved unanimously.

Vote: 4-0-0

For: Messrs. Stack, Cornell, Dunn, and Swatek

Against: None

Abstain: None

b. Review Proposed Draft—April 24, 2014

Action: Mr. Dunn moved and Mr. Swatek seconded that the proposed agenda for the April 24, 2014, Board meeting be approved as amended. Mr. Swatek asked that the Board Actions follow the Committee Agendas so any pending action can be completed before the fiscal year's end, and that ERC's items be added to the Board Actions pending discussion. The Chair moved Board Actions after the End-of-Year Reports, as the last substantive item on the agenda.

Action: Mr. Swatek moved to approve the amended agenda, and Mr. Cornell seconded. The amended agenda was approved unanimously.

Vote: 4-0-0

For: Messrs. Stack, Cornell, Dunn, and Swatek

Against: None

Abstain: None

7. Administrative Items Arising from the BOC Job Description

At 7:25 p.m., Gregg Schwind arrived.

a. Board of Directors Committee Structure

The Board discussed Mr. O'Connor's proposal and the staff's response on changing the Board's committee structure, including discussing whether some items currently handled by the Board could be delegated to the BOC or to staff.

b. Recommendation to Approve Report from the BOC Sub-Committee on Advisory Committees (2nd Discussion/Vote)

Mr. Swatek suggested that #2 be changed to say the External Relations Committee be responsible for this task.

Action: Mr. Swatek moved and Mr. Cornell seconded that the BOC recommend to the Board that it approve the amended report on the advisory committees. The motion passed unanimously.

Vote: 4-0-0

For: Messrs. Stack, Cornell, Dunn, and Swatek

Against: None

Abstain: None

c. Review End-of Year Report –Board Operations Committee

Action: Mr. Cornell moved and Mr. Dunn seconded that the BOC move the BOC End-of-Year report to the Board to be filed. The motion passed unanimously.

Vote: 4-0-0

For: Messrs. Stack, Cornell, Dunn, and Swatek

Against: None
Abstain: None

d. Suggested FY Goals and Objectives for President/CEO

The BOC discussed this item with input from all of the Board members.

8. Tracking Form There was nothing to add.

9. Talking Points The Recording Secretary, Erin Gilland Roby, read the Talking Points.

10. Adjournment

Action: Mr. Cornell moved and Mr. Swatek seconded that the meeting be adjourned.

Hearing no objection, the Chair adjourned the meeting at 8:15 p.m.

Respectfully submitted,
Erin Gilland Roby
Recording Secretary