

**MINUTES
BOARD OPERATIONS COMMITTEE
HELD: MARCH 6, 2014**

Approved: March 31, 2014

The regular meeting of the Board Operations Committee was held on Thursday, March 6, 2014 at 8:30 p.m. at the Columbia Association Building. Present were Andrew Stack, Chair; and members Michael Cornell, Brian Dunn, Russ Swatek, and Phil Nelson, President. Also present were Chief Staff Liaisons Jane Dembner and Susan Krabbe. Board Members Cynthia Coyle, Alex Hekimian, Nancy McCord, Tom O'Connor, Gregg Schwind, and Suzanne Waller were also present.

2. **Announcement of Closed/Special Meetings Held/To Be Held:** A closed meeting of the Columbia Association Board of Directors will be held on March 6, 2014 following adjournment of the Board Operations Committee meeting.
3. **Approval of the Agenda:** Russ Swatek moved to approve the agenda; Michael Cornell seconded. The vote to approve was unanimous.
4. **Approval of the Minutes:** Michael Cornell moved to approve the minutes of the February 3, 2014 meeting. Brian Dunn seconded. The vote to approve the minutes was unanimous.
5. **Resident Speakout:** There were no residents for Resident Speakout.
6. **Approval of the Draft Agenda for the March 13, 2014 Board Meeting:** Andrew Stack requested a vote to approve the agenda for the March 13, 2014 Board of Directors meeting as amended. The vote to approve the agenda was unanimous.
7. **Approval of the Draft Agenda for the March 27, 2014 Board Meeting:** Michael Cornell moved to approve the agenda as amended; Brian Dunn seconded. The vote to approve the agenda was unanimous.
8. **End of Year Reports from Board Committees:** Andrew Stack reminded Committee Chairs that end-of-year reports are due.
9. **Board Committee Meeting Structure:** Tom O'Connor reviewed his proposal to alter the Board Committee meeting structure and in particular to break out the Committee meetings from the Board meetings. Suggestions included (i) implementing any changes during the next fiscal year and (ii) dropping the committee system altogether but keeping the Board Operations Committee for setting agendas. Andrew Stack recommended asking Staff to prepare recommendations for discussion at the next Board Operations Committee meeting.
10. **Tracking Form:** Review of tracking form.
11. **Talking Points:** Presented by Alison Mathieson
12. **Adjournment:** The meeting adjourned at 9:30 p.m.

Respectfully submitted,
Alison Mathieson
Recording Secretary

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DRAFT
Minutes of the
Board Operations Committee Meeting
February 3, 2014

To be approved: March 3, 2014

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A meeting of the Columbia Association Board Operations Committee was held on February 3, 2013, at 7:00 p.m. at the Columbia Association building. Present were the Chair, Andy Stack, and members Michael Cornell, Brian Dunn, and Russ Swatek; Chief Staff Liaison Jane Dembner; Governance Chief of Staff Rob Goldman; and President Phil Nelson. Other Board members present were Alex Hekimian and Suzanne Waller (who arrived at 7:18 p.m.).

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

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3. Approval of the Agenda

Action: Mr. Cornell moved to approve the agenda and Mr. Dunn seconded. Mr. Swatek suggested a couple of items that he would like to see added to the agenda under item 7, Administrative Items Arising from the BOC Job Description. After discussion, the committee decided not to add those items to the agenda. The agenda was approved unanimously as presented.

Vote: 4-0-0

For: Messrs. Stack, Cornell, Dunn, and Swatek
Against: None
Abstain: None

4. Approval of the Minutes
January 6, 2014

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

Vote: 4-0-0

For: Messrs. Stack, Cornell, Dunn, and Swatek
Against: None
Abstain: None

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—February 13, 2014 (meeting will start at 7 p.m.)

At 7:18 p.m. Suzanne Waller arrived.

Action: Mr. Swatek moved and Mr. Cornell seconded that the proposed agenda for the February 13, 2014, Board meeting be approved. The motion passed unanimously.

46 Vote: 4-0-0
47 For: Messrs. Stack, Cornell, Dunn, and Swatek
48 Against: None
49 Abstain: None

50 **b. Review Proposed Draft—February 27, 2014 (meeting will start at 7 p.m.)**
51 **Action:** Mr. Cornell moved and Mr. Dunn seconded that the proposed agenda for the
52 February 27, 2014 Board meeting be approved. The motion passed unanimously.

53 Vote: 4-0-0
54 For: Messrs. Stack, Cornell, Dunn, and Swatek
55 Against: None
56 Abstain: None

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58 **7. Administrative Items Arising from the BOC Job Description** None.

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60 **8. Tracking Form** There was nothing to add.

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

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64 **10. Adjournment**

65 **Action:** Mr. Cornell moved and Mr. Dunn seconded that the meeting be adjourned. Hearing
66 no objection, the Chair adjourned the meeting at 7:30 p.m.

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69 Respectfully submitted,
70 Erin Gilland Roby
71 Recording Secretary



Draft – As of 3-4-14

March 7, 2014

To: Columbia Association Board of Directors
Advisory Committee Chairpersons
Village Board Chairs
Village Managers
Members of the Press
CA Management

From: Andrew Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, March 13, 2014 at 7:30 p.m. at the Columbia Association Building, 10221 Wincopin Circle, Columbia, MD 21044.

AGENDA

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| 1. Call to Order (Announce Directors/Staff in Attendance) | 1 min. |
| 2. Announcement of Closed/Special Meetings Held/To Be Held | 1 min. |
| 3. Approval of Agenda | 1 min. |
| 4. Disclosure of Conflicts of Interest | 1 min. |
| 5. Approval of Minutes February 20, 2014 February 27, 2014 | 5 min. |
| 6. Resident Speakout | 15 min. |
| 7. Chairman's Remarks | 3 min. |
| 8. President's Remarks; Follow-Up Questions from the Board Members | 10 min. |
| 9. Committee Chairs' Reports | 20 min. |
| (a) Board Operations Committee | (4 min.) |
| (b) External Relations Committee | (4 min.) |
| (c) Planning and Strategy Committee | (4 min.) |
| (d) Strategic Implementation Committee | (4 min.) |
| (e) Audit Committee | (4 min.) |
| 10. Recommendations for Board Action - None | |
| (a) Consent Agenda - None | |
| (b) Recommendations for Action - None | |
| 11. Reports | 10 min. |
| (a) FY 14 3 rd Quarter Board Report | (5 min.) |
| (b) FY 14 3 rd Quarter Financial Statements | (5 min.) |
| 12. Special Topics and Presentations - None | |
| 13. Committee Agendas | |
| (a) Planning and Strategy Committee | 62 min. |
| 1. Discussion | |
| (a) Discussion of Plan for Serving the Older Adult Community | (60 min.) |
| (d) Committee Tracking Form | (2 min.) |

- (b) Strategic Implementation Committee **20 min.**
 - 1. Discussion
 - (a) SHA Easement Request – Old Columbia Road (2nd Discussion) *(5 min.)*
 - (b) SHA Easement Request – Gales Lane (1st Discussion) *(5 min.)*
 - (c) Howard Hughes Corporation Easement Request – New Traffic Light Cabling-Whole Foods and Haven on the Lake (1st Discussion) *(5 min.)*
 - (d) Verizon Easement Request – New Cell Tower at RV Park (2nd Discussion) *(5 min.)*
- 14. Tracking Forms 5 min.
 - (a) Tracking Form for Board Requests
 - (b) Tracking Form for Resident Requests
- 15. Talking Points 2 min.
- 16. Adjournment – No Later than 11:00 p.m. (Expected Ending Time: Approximately p.m.)
- 17. **Closed Meeting of the Board of Directors follows adjournment of the Open Board of Directors Meeting**

Next Board Meeting: Thursday, March 27, 2014

ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.

CA Mission Statement

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

CA Vision Statement

Making Columbia the community of choice today and for generations to come.