



October 28, 2014

**To:** Alan Klein  
Nancy McCord  
Gregg Schwind  
Milton Matthews

**From:** Russ Swatek, Board Chair

**cc:** Columbia Association Board of Directors  
Rob Goldman, Governance Chief of Staff  
Sheri Fanaroff

**Subject: Board Operations Committee Meeting – Monday, November 3, 2014  
at 7:30 p.m. – CA Board Room**

**AGENDA**

1. Call to Order
2. Announcement of Closed/Special Meetings Held/To Be Held 1 min.
3. Approval of Agenda 1 min.
4. Resident Speakout
5. Approval of Minutes **September 29, 2014** 2 min.
6. Finalize Proposed Agenda for upcoming Board of Directors Meetings
  - a. Review Proposed Draft – **November 13, 2014** 30 min.
7. Administrative Items
  - a. Date to Convert to Use of CA-Issued E-Mail Addresses by CA Board of Directors 15 min.
8. Tracking Form 2 min.
9. Talking Points 2 min.
10. Adjournment – Approximately 8:35 p.m.

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**DRAFT MINUTES**  
**BOARD OPERATIONS COMMITTEE MEETING**  
**HELD: SEPTEMBER 29, 2014**

To be Approved: November 2, 2014

7 The regular meeting of the Board Operations Committee was held on Monday,  
8 September 29, 2014 at 7:30 p.m. at the Columbia Association Building. Present were BOC  
9 members Andrew Stack, Russ Swatek (on behalf of Gregg Schwind), Nancy McCord and  
10 Reginald Avery (on behalf of Alan Klein). Gregg Schwind Arrived at 8:01 p.m. Also present  
11 were Board Member Jeanne Ketley; Chief Staff Liaisons Susan Krabbe and Jane Dembner;  
12 Governance Chief of Staff Rob Goldman; General Counsel Sheri Fanaroff; and President/CEO  
13 Milton W. Matthews.

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15 2. **Announcement of Closed/Special Meetings Held/To Be Held:** None.

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17 3. **Approval of the Agenda:** Nancy McCord moved to approve the Agenda, Russ Swatek  
18 seconded. Mr. Swatek suggested that number 7 on the agenda be moved ahead of number 6.  
19 **Action:** The BOC voted unanimously to approve the Agenda as amended. Vote 4-0-0.

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21 4. **Resident Speakout:** No residents were present for resident speakout.

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23 5. **Approval of the Minutes:** Nancy McCord moved to approve the Minutes of the  
24 September 2, 2014 meeting. Reginald Avery seconded.

25 Vote: 3-0-1

26 For: Nancy McCord, Andrew Stack and Russ Swatek

27 Against: None

28 Abstaining: Reginald Avery

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30 6. **Administrative Items:**

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32 (a) **Recommendation of Strategies for Reviewing CA's Charter and By-Laws:** Staff  
33 provided a memo detailing recommendations and strategies for reviewing Columbia  
34 Association's charter and By-Laws. Russ Swatek presented a plan to shorten the timeline  
35 and streamline the process. Discussion centered on reviewing the administrative  
36 language of the Charter and By-Laws initially and then forming a Governance Review  
37 Committee to review the Charter and By-Laws in-depth and recommend changes to the  
38 Board of Directors.

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40 **Action:** The BOC approved a motion to have the General Counsel provide proposed  
41 administrative amendments to the Charter and By-Laws to the Board Operations  
42 Committee at its December 2014 meeting. The BOC will review the proposed  
43 administrative amendments and send them to the Board of Directors in March 2015 for  
44 further action.

46 **Action:** The BOC voted unanimously to form a Governance Review Committee to  
47 review the Charter and By-Laws in-depth and recommend changes to the Board of  
48 Directors. Membership on the Committee will be approved by the Board of Directors.  
49

50 **(b) Howard County Noise Ordinance Information:** Scott Templin, Community Planner,  
51 provided an overview of the Howard County Noise Ordinance and how the sound is  
52 measured. Discussion centered on whether villages in Columbia experienced noise  
53 ordinance issues and the process by which Howard County responds to complaints about  
54 noise.  
55

56 **7. Approval of Agendas:**  
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58 **(a) Approval of the Agenda for the October 9, 2014 BOD Meeting:** Reginald Avery  
59 moved that the Board of Directors agenda not post a time allocation for resident  
60 speakout, but for planning purposes assume it to be 15 minutes. Gregg Schwind  
61 seconded.

62 **Action:** The BOC voted unanimously to remove the time allocation for resident speakout  
63 on Board and/or Committee meeting agendas.  
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65 The BOC then discussed whether a generic description of the topic to be discussed at the  
66 closed meeting on October 9 be included on the agenda for the open meeting. Gregg  
67 Schwind made a motion to amend the agenda to add a short phrase to agenda item 16,  
68 Closed meeting of the Board of Directors, that does not reveal the substance of the  
69 meeting. Reginald Avery seconded. The motion was defeated.

70 Vote: 2-2-0

71 For: Gregg Schwind, Reginald Avery

72 Against: Nancy McCord, Andrew Stack  
73

74 Nancy McCord moved to approve the agenda as amended. Reginald Avery seconded.

75 Vote: 4-0-0

76 For: Andrew Stack, Gregg Schwind, Nancy McCord and Reg.

77 **Action:** Agenda for the October 9, 2014 BOD meeting approved as amended.  
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79 **(b) Approval of the Agenda for the October 23, 2014 BOD Meeting:** Gregg Schwind  
80 moved to approve the Agenda as amended. Nancy McCord seconded. The BOC voted  
81 unanimously to approve the agenda as amended.  
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83 **8. Tracking Form:** Review of tracking form.  
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85 **9. Talking Points:** Presented by Alison Mathieson  
86  
87

88 Respectfully submitted,  
89

90 Alison Mathieson

91 Recording Secretary



**Draft – As of 10-28-14**

November 7, 2014

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

From: Russ Swatek, Board Chair

**The Columbia Association Board of Directors Meeting will hold a Public Hearing on the Conditional FY 16 Budget on Thursday, November 13, 2014 at 7:30 p.m. at the Columbia Association Building, 10221 Wincopin Circle, Columbia, MD 21044. The Public Hearing will be followed by a Board of Directors meeting. Agendas and backup documents for CA Board of Directors meetings may be found on the Columbia Association website at the following link: <http://www.columbiaassociation.org/board/meetings/agendas-packets-minutes>**

**AGENDA – PUBLIC HEARING ON BUDGET**  
**Hosted by the Planning and Strategy Committee**

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|---|---------|
| 1. Call to Order (Announce Directors/Staff in Attendance)                     | 1 min.  |
| 2. Approval of Agenda   | 1 min.  |
| 3. Resident Speakout  |         |
| 4. Public Hearing for Additions and Deletions to the Conditional FY 16 Budget | 45 min. |
| 5. Adjournment – Approximately 8:30 p.m.                                      |         |

**BOARD MEETING AGENDA**

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| 1. Call to Order   | 1 min.  |
| 2. Announcement of Closed/Special Meetings Held/To Be Held | 1 min.  |
| 3. Approval of Minutes <b>October 23, 2014</b>             | 2 min.  |
| 4. Chairman’s Remarks                                      | 3 min.  |
| 5. President’s Remarks – Follow-Up Questions from the BOD  | 10 min. |
| 6. Committee Agendas                                       |         |
| (a) Planning and Strategy Committee                        |         |
| 1. Discussion  |         |
| (a)  |         |
| (b)  |         |
| (c) Committee Tracking Form                                |         |

- (b) Strategic Implementation Committee
  - 1. Discussion
    - (a) Deer Tick and Lyme Disease (20 min.)
    - (b)
    - (c) Committee Tracking Form
- (c) External Relations Committee
  - 1. Discussion
    - (a) Reminder – November Stakeholders’ Dinner (2 min.)
    - (b)
    - (c) Committee Tracking Form
- 7. Recommendations for Board Action
  - (a) Consent Agenda
    - 1.
    - 2.
  - (b) Recommendations for Action
    - 1.
    - 2.
- 8. Tracking Forms 5 min.
  - (a) Tracking Form for Board Requests
  - (b) Tracking Form for Resident Requests
- 9. Talking Points 2 min.
- 10. Adjournment – No Later than 11:00 p.m. (Expected Ending Time: Approximately XX:XX p.m.)

**Next Board Meeting: Thursday, December 11, 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.



**DATE:** October 28, 2014  
**TO:** Board Operations Committee  
**cc:** CA Board of Directors  
**FROM:** Milton W. Matthews  
**SUBJECT:** **Conversion to Use of CA-Issued E-mail Addresses by Board Members**

Progress has been made in the transition to the use of CA-issued E-mail addresses by Board Members. Steps taken since August include:

- Dissemination of CA-issued E-mail addresses and temporary passwords to all CA Board Members, with instructions on how to change passwords;
- Training sessions on September 11 for G-mail and on September 18 for Google Drive;
- Providing written instructions on G-mail and Google Drive to Board Members;
- Increased use of CA-issued E-mail addresses by staff members to send communications to Board Members; and
- Using CA-issued E-mail addresses to send confidential materials to Board Members.

It is recommended that the conversion to use of CA-issued E-mail addresses by Board Members be finalized. The following timeline and actions are suggested:

- On December 1, 2014 Board Members will be required to use their CA-issued E-mail addresses for all business conducted on behalf of the Columbia Association.
- As of that date, Board Members' E-mail addresses on the CA website will be changed to the CA-issued E-mail addresses.
- Reminders to Board Members to check their CA-issued E-mail addresses will be sent until December 31, 2014.
- As of January 1, 2015 the conversion will be complete. Use of a CA-issued E-mail address will be mandatory for present and future members of the Columbia Association Board of Directors.

The staff and I will continue to work diligently with the Board Members to ensure a smooth transition to this new requirement.

**FY 15 Tracking Form  
Board Operations Committee  
October 22, 2014**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
BOC	5/1/2014	Planning for the President/CEO Mid-Year Review	Will be placed on the 11/03/14 BOC meeting agenda					
BOC	5/1/2014	Planning for the President/CEO Annual Review and Compensation Decision	Will be placed on the 1/5/15 BOC meeting agenda					
BOC	5/1/2014	Planning for the Proposed Goals and Objectives for the President/CEO for FY 16	Will be placed on the 1/5/15 BOC meeting agenda					
Alan Klein	6/2/2014	Discuss Board Self-Evaluation Process	6/30/2014				Discussed at the 6/30/14 BOC meeting. Will appear on the agenda for the 8/14/14 BOD meeting. Postponed until 9/11/14 BOD Meeting.	At the 9/11/14 BOD meeting, the BOD decided to discontinue the use of the Board self-evaluation process.
Milton Matthews	6/30/2014	Process for Handling Information Requests from Board Members	6/30/2014				Discussed at the 6/30/14 BOC meeting. Will appear on the agenda for the 12/1/14 BOC meeting.	
BOC	6/30/2014	Guidelines for Closing a Meeting	8/4/2014				Deferred until the 9/2/14 BOC meeting.	At the 9/2/14 BOC meeting, the BOC voted to table this item for four months.

**FY 15 Tracking Form  
Board Operations Committee  
October 22, 2014**

	Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
8	BOC	6/30/2014	Board Member Use of CA-Issued E-Mail Addresses	8/4/2014				Staff will provide instructions and/or training for accessing and using CA-issued e-mail addresses.	Instructions on Gmail and Google Drive were sent to BOD members, and training was provided on September 11 and 14.
9	BOD	7/10/2014	CA staff to work with the BOC to recommend strategies for reviewing CA's charter and by-laws	Will be placed on the 9/29/14 BOC meeting agenda				On 9/29/14 the BOC voted to have the General Counsel propose administrative amendments to the Charter and By-Laws. The General Counsel will share the proposed amendments with the BOC in December. The BOC also voted to form a Governance Review Committee with membership approved by the BOD.	