

**MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
HELD: FEBRUARY 2, 2015**

Approved: March 2, 2015

The regular meeting of the Board Operations Committee was held on Monday, February 2, 2015, at 7:30 p.m. at the Columbia Association Building. Present were BOC members Russ Swatek, Alan Klein, Nancy McCord, and Andrew Stack (on behalf of Gregg Schwind – Gregg Schwind arrived at 8:49 p.m.). Also present were Tom O’Connor, Chief Staff Liaisons Susan Krabbe and Jane Dembner, Governance Chief of Staff Rob Goldman, and President/CEO Milton W. Matthews.

2. **Announcement of Closed/Special Meetings Held/To Be Held:** None.
3. **Approval of the Agenda:** Nancy McCord moved to approve the agenda; Alan Klein seconded. The BOC voted unanimously to approve the agenda.
4. **Resident Speakout:** No one spoke at resident speakout.
5. **Discussion with Dr. Renee Foose, Superintendent, Howard County Public School System:** Dr. Foose attended to discuss how CA can partner with the school system. Dr. Foose pointed out a concern about the perception of certain schools within the system. Board members expanded on what CA currently does within the school system, including after school care, teen programs, and use of the CA facilities by the school board. Dr. Foose discussed with the BOC what the school board is doing to prepare students for the future and various other programs within the school system. Dr. Foose expressed a desire to find ways that CA can help to promote all of the schools within the school system. Dr. Foose provided a copy of a draft of the school system’s proposed budget.
6. **Approval of the Minutes:** Nancy McCord moved to approve the Minutes of the January 5, 2015 meeting. Alan Klein seconded. Milton Matthews made a request on behalf of Jeanne Ketley that on line 9 of the minutes it be noted that she was present on behalf of Nancy McCord. The vote to approve the minutes was 2-0-2.  
For: Russ Swatek and Alan Klein  
Against: None  
Abstaining: Nancy McCord and Andrew Stack
7. **Administrative Items:**
  - (a) **Proposed Timeline – 2015 – CA President/CEO’s Annual Evaluation, Bonus, and Goals and Objectives:** The BOC reviewed the timeline presented for the CA President/CEO’s Annual Evaluation, Bonus, and Goals and Objectives. The BOC discussed the availability to the public of the basis on which the President/CEO’s evaluation is done. Andrew Stack moved to approve the Proposed Timeline for the CA President/CEO’s Annual Evaluation, Bonus Goals and Objectives as amended. Nancy

McCord seconded. The BOC voted unanimously to approve the Proposed Timeline for the CA President/CEO's Annual Evaluation Bonus, Goals and Objectives as amended.

8. **Tracking Forms:** The BOC reviewed the tracking forms for the External Relations Committee, Planning and Strategy Committee, Strategic Implementation Committee, and Board Operations Committee.
9. **Finalize Proposed Agendas for upcoming Board of Directors Meetings:** Prior to approval of the agendas, Russ Swatek referenced an item discussed by the SIC at the April 24, 2014 BOD meeting - Policy Regarding Performance Incentive Payments and Severance Payments that Exceed Guidelines. Russ provided the Policy recommended by staff and minutes from that meeting. Mr. Swatek asked that this be brought to the Board for action at an upcoming meeting. The BOC agreed to put this item on the SIC agenda for the February 12, 2015 Board meeting.
  - (a) **Approval of the Agenda for the February 12, 2015 BOD Meeting:** The BOC reviewed the agenda for the February 23, 2015 Board meeting.
  - (b) **Approval of the Agenda for the February 26, 2015 BOD Meeting:** The BOC reviewed of the agenda for the February 26, 2015 Board meeting.

Alan Klein moved to approve both the February 12, 2015 and February 26, 2015 agendas as amended. Gregg Schwind seconded. The BOC voted unanimously to approve the February 12, 2015 agenda as amended and the February 26, 2015 agenda as amended.

10. **Talking Points:** Presented by Alison Mathieson

11. **Adjournment:** The meeting adjourned at 9:32 p.m.

Respectfully submitted,

Alison Mathieson  
Recording Secretary



**DATE:** January 26, 2015

**TO:** Members of the External Relations Committee  
Milton W. Matthews

**cc:** Columbia Association Board of Directors

**FROM:** Rob Goldman, Acting Chief Staff Liaison, ERC

**SUBJECT:** **Discussion with Dr. Renee Foose, Howard County  
Public School System**

Dr. Renee Foose, Superintendent, Howard County Public School System will meet with the Board Operations Committee to discuss ways in which Columbia Association can partner with the school system.

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**DRAFT MINUTES**  
**BOARD OPERATIONS COMMITTEE MEETING**  
**HELD: JANUARY 5, 2015**

To be Approved: February 2, 2015

The regular meeting of the Board Operations Committee was held on Monday, January 5, 2015 at 7:30 p.m. at the Columbia Association Building. Present were BOC members Russ Swatek, Alan Klein, Jeanne Ketley and Brian Dunn (on behalf of Gregg Schwind). Gregg Schwind arrived at 8:12 p.m. Also present were Reginald Avery, Chief Staff Liaisons Susan Krabbe and Jane Dembner, Governance Chief of Staff Rob Goldman, and President/CEO Milton W. Matthews.

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

3. **Approval of the Agenda:** Alan Klein moved to approve the Agenda, Brian Dunn seconded. The agenda was changed to have numbers 7 and 8 on the agenda be discussed prior to number 6.  
Action: The BOC voted unanimously to approve the Agenda as Amended.

4. **Resident Speakout:** None.

5. **Approval of the Minutes:** Alan Klein moved to approve the Minutes of the December 1, 2014 meeting. Brian Dunn seconded. The vote to approve was 3-0-1.  
For: Russ Swatek, Alan Klein and Jeanne Ketley  
Against: None  
Abstaining: Brian Dunn

6. **Administrative Items (moved from number 7 to number 6):**

(a) **Planning for the President/CEO's Mid-Year Review:** The BOD requested that Milton W. Matthews provide a report of progress against FY 15 goals. The BOC discussed the date for the President/CEO's Mid-Year Review. Brian Dunn made a motion to hold a closed meeting of the BOC following the regular meeting of the Board of Directors on January 22, 2015. All Board members will be invited to attend. Jeanne Ketley seconded.  
Vote: 3-0-1  
For: Russ Swatek, Brian Dunn and Jeanne Ketley  
Against: None  
Abstaining: Alan Klein

**Annual Review and Compensation Decision:** The BOC reviewed the President/CEO's Evaluation Form used in the past. They discussed condensing the current format and how to present the information collected.

**Annual Review:** Jeanne Ketley made a motion to replace the first section of the current evaluation form the President's four goals and do a numerical rating (1 to 5) and allow comments. The second section will be a narrative on the major topics including Administration, Interpersonal, Individual, Leadership and Finance. Brian Dunn seconded.

49 Action: The BOC unanimously approved the amendment to the the evaluation form for  
50 the President/CEO's annual review.

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52 **Compensation:** Brian Dunn moved that the current system for calculating the  
53 President/CEO's bonus be continued. Jeanne Ketley seconded.

54 Action: The BOC unanimously approved the current system for calculating the  
55 President/CEO's bonus.

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57 **(b) Planning for the Proposed Goals and Objectives for the President/CEO for FY16:**

58 Milton W. Matthews suggested that he provide the BOC with his proposed goals for  
59 discussion. Hearing no objection, Russ Swatek requested that the President/CEO provide  
60 his proposed FY16 goals for the March 2, 2015 BOC meeting.

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62 **(c) Proposed Orientation and Organizational Schedule for FY16:** The BOC reviewed  
63 the orientation and organization schedule dates for FY16. Jeanne Ketley made a motion  
64 that at the May 14, 2015 the Board elect the representatives to the Inner Arbor Board;  
65 Alan Klein seconded.

66 Action: BOC voted unanimously to approve the motion.

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68 Gregg Schwind made a motion to send the Orientation and Organizational Schedule for  
69 FY16 as amended to the Board of Directors for approval. Jeanne Ketley seconded. The  
70 vote to approve was 3-0-1.

71 For: Russ Swatek, Brian Dunn and Jeanne Ketley

72 Against: None

73 Abstaining: Alan Klein

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75 7. **Tracking Form (formerly #8):** The BOC reviewed the tracking logs for the Board  
76 Operations Committee, the External Relations Committee, the Planning and Strategy  
77 Committee and the Strategic Implementation Committee.

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79 8. **Finalize Proposed Agendas for upcoming Board of Directors Meetings (formerly #6):**

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81 **(a) Approval of the Agenda for the January 22, 2015 BOD Meeting:** Gregg Schwind  
82 moved to approve the agenda as presented. Alan Klein seconded.

83 Action: The BOC voted unanimously to approve the agenda for the January 22, 2015  
84 Board of Directors meeting as presented.

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86 **(b) Discussion of future agendas and items to be included:** Discussion on New Town  
87 Zoning will be included in the PSC meeting on February 12, 2015. Discussion on  
88 Columbia Speaks, CA Listens will be on the ERC agenda on February 26.

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90 9. **Talking Points:** Presented by Alison Mathieson

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92 10. **Adjournment:** The meeting adjourned at 9:05 p.m.

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94 Respectfully submitted,

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96 Alison Mathieson

97 Recording Secretary

CA President/CEO's Annual Evaluation, Bonus, and Goals & Objectives:  
Timeline-2015  
**(Draft – As of 1-23-15)**

<p><b>March</b>  <u>BOC Meeting #1: March 2, 2015</u>  President/CEO submits suggested Goals &amp; Objectives for FY 16 to the BOC</p> <p><u>BOD Meeting #1: March 12, 2015</u>  Open BOD meeting followed by <b><i>Closed meeting of the BOC hosting the BOD:</i></b></p> <ul style="list-style-type: none"> <li>• CA President presents supporting documentation re: achievement of FY 15 Goals &amp; Objectives; discussion &amp; feedback</li> <li>• BOC Chair gives instructions for completion of <b>President's Evaluation Form</b>; hard copies passed out to BOD</li> </ul> <p>Deadline for return to BOC Chair = <b>March 20, 2015</b></p> <p><u>BOD Meeting #2: March 26, 2015</u>  Open BOD meeting followed by <b><i>Closed meeting of the BOC hosting the BOD:</i></b></p> <ul style="list-style-type: none"> <li>• Discuss President's Evaluation</li> <li>• BOC Chair gives instructions for <b>President's Bonus</b> process</li> </ul> <p>Deadline for return to BOC Chair = <b>March 28, 2015</b></p> <p><u>BOC Meeting #2: March 30, 2015</u>  Open BOC meeting followed by <b><i>Closed meeting of the BOC hosting the CA BOD:</i></b></p> <ul style="list-style-type: none"> <li>• Review composite evaluation score and bonus percentage</li> </ul>	<p><b>April</b>  <u>BOD Meeting #1: April 9, 2015</u>  Open BOD meeting agenda includes discussion of draft Goals &amp; Objectives for FY 16 submitted by the President/CEO</p> <p><u>BOD Meeting #2: April 23, 2015</u>  Open BOD meeting agenda includes the following under Recommendation for Action: The BOD recommends sending President/CEO's Recommended FY 16 Goals &amp; Objectives to the FY 16 BOD for approval</p> <p>Open BOD meeting followed by <b><i>Closed meeting of the BOC hosting the BOD:</i></b></p> <ul style="list-style-type: none"> <li>• BOC Chair presents evaluation score and bonus calculation to the President/CEO</li> </ul> <p><b>May</b>  <u>BOD Meeting #1</u>  FY 16 BOD begins term</p> <p><u>BOD Meeting #2</u>  FY 16 BOD approves recommended FY 16 Goals &amp; Objectives for the President/CEO</p>
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Background:

The chart for the months of March, April, and May 2015 shows regularly scheduled open Board Operations Committee (BOC) and Board of Directors (BOD) meetings, as well as closed meetings of the BOC hosting the CA BOD to address the President/CEO's Annual Evaluation and Bonus. Closed sessions are required to address personnel issues.

Major milestones remain the same. Board members will complete the Evaluation Form and return it to the BOC Chair by March 20, 2015; the Bonus percentage will be determined in late March; and the suggested Goals & Objectives for FY 16 will be discussed, reviewed and approved by the Board by the end of April. The new Board, which convenes in May, will vote on the recommended Goals & Objectives.

**Tracking Form  
External Relations Committee FY15**

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
ERC	Carry over from FY14	Staff will develop options for re-introduction of the carillon bells (where and in what context) and will then share those options with the Columbia 50th Birthday, ERC and the public. ERC to make a recommendation to the Board on a preferred option.				on 10/23/2014 agenda		
ERC	Carry over from FY14	Responsibility for oversight and facilitation of the entire Advisory Committee program as well as insuring that all Advisory Committees are visited at least once annually by a Board member.	6/26/2014		ongoing	on 10/23/2014 agenda		
ERC	6/26/2014	Plan FY 2015 Stakeholders Dinners	6/26/2014		ongoing		BOD approved four meetings, September, 2014 thru March, 2015 and asked staff to explore having a work session meeting in addition to a social dinner. <b>January 26, 2015</b> dinner with Howard County Executive and Council has been scheduled.	<b>9/22/2014</b> event with Howard County Chamber of Commerce held successfully. <b>11/24/2014</b> event with Howard County Delegation to Annapolis held successfully.



**Tracking Form  
External Relations Committee FY15**

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
ERC	6/26/2014	Community Input Meeting Planning (Columbia Speaks, CA Listens)	6/26/2014		ongoing	7/10/2014 8/14/2014 9/11/2014 10/23/2014	ERC will meet with facilitator Don Edwards on August 7, 2014 to develop ways to design and publicize October 18, 2014 meeting	complete
ERC	9/11/2014	Approve appointment of the At-Large Representative to the Watershed Advisory Committee	9/11/2014			9/11/2014	recommended	approved
ERC		Invite Howard County School Superintendent Renee Foose to an open CA work session to discuss ways to further partner with the school system	2/2/2015 BOC Mtg					
ERC	10/23/2014	Discussion regarding CA Practices for Annexations	10/23/2014					presentation on annexation made to Board. No action required
		Advisory Committee Charges due January 15, 2015		1/15/2015		1/8/2015		
		Columbia Speaks, CA Listens Report to Board		1/15/2015		12/30/2014		
	1/22/2015	Discussion with Todd Olson, Columbia Festival of the Arts - Plans for Changes in the Format of the Columbia Festival of the Arts	1/22/2015					
		Discussion - Columbia Speaks, CA Listens Report	2/26/2015					

**Tracking Form - FY 15  
Planning and Strategy Committee**

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 Committee	Board Action
	9/3/2013	Membership Rate & Fee Structure	Briefing & discussion on 9/12/13	The rate study is underway and scheduled to be completed by April 30, 2015. Interviews with the consultants will be scheduled with board members.				
	4/10/2014	Columbia Market Study Review	Briefing on 4/10/13		6/12/2014	8/14/14 Consultant presentation of the study findings & recommendations	N/A	N/A (Final report completed Nov 2014)
	7/10/2014	Provide guidance to management on employee compensation strategy, including a new performance incentive program, based on the findings from the previous salary study, upcoming benefits study, & consideration of a CA living wage. Also review severance guidelines.	Awaiting completion of benefits study.					
	9/5/2014	Review and recommend the FY 16 budget process & schedule	9/11/2014			9/11/2014	Approve	Approved 9/11/14
		Conduct the FY 16 budget process and make recommendation for Board approval (see steps below).	Currently on-going					
		Host public hearing to gather input on proposed changes to FY 16 budget	Held 11/13/14	N/A		N/A		
		Initial deliberations by PSC on proposed additions and deletions.	12/11/14; 1/8/15 carry-over if needed	N/A		N/A		
		Additional deliberations by PSC on proposed adjustments to FY 16 budget. Make recommendation to the CA Board.	1/22/2015			1/22/2015	Approve	
		Review timeline for and approach to CA's facilities assessment.	Anticipated in February 2015					
		Consider guiding principles for the 21st Century planned community of Columbia	Anticipated 2/12/15					

**Tracking Form  
Strategic Implementation Committee FY15**

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
SIC		Update - Inner Arbor Plan and Organization			ongoing		included as an item on each Board meeting agenda	
SIC		Update - Key Performance Indicators Dashboard			ongoing		to be included in the President's Report on a schedule staff is developing	
SIC		Update - Progress of significant capital projects			ongoing		to be included monthly in the President's Report	
SIC		Update - Watershed Program			ongoing		reported in November 2014, February 2015	
SIC		Update - Hobbit's Glen Clubhouse Project			ongoing		to be included monthly in the President's Report	
SIC	3/13/2014	SHA Easement Request - Gales Lane	3/13/2014		3/27/2014 4/10/2014 4/24/2014 5/22/2014		recommended	approved
SIC	5/22/2014	Haven on the Lake - Transfer of Capital Budget Funds	5/22/2014			6/12/2014	recommended	approved
SIC	5/22/2014	Howard Hughes Corporation Easement - Broken Land Parkway to Banneker Road Pathway	5/22/2014			6/12/2014	recommended	approved
SIC	6/26/2014	Howard County Easement Request - Stormwater Management Pond, Huntington Neighborhood	6/26/2014		7/10/2014	7/24/2014	recommended	approved
SIC	6/26/2014	Howard County Easement Request - Water Main Crossing, Fairway Hills Golf Course along Rt. 29	6/26/2014		7/10/2014	7/24/2014	recommended	approved

**Tracking Form  
Strategic Implementation Committee FY15**

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
SIC	8/14/2014	Update - On-Line Membership Enrollment	8/14/2014					completed
SIC	9/11/2014	Update - Spectrum NG Status	9/11/2014		ongoing in President's Report			
SIC	10/9/2014	Borrowing Resolution for Revolving Credit Note	10/9/2014			10/9/2014	recommended	approved
SIC	10/23/2014	On-Line Membership Enrollment Plan and Timeline - Next Steps	10/23/2014					no action required
SIC	11/13/2014	Deer Tick and Lyme Disease	11/13/2014					no action required
SIC	11/13/2014	Corporate Resolution for Brokerage Account	11/13/2014			11/13/2014		approved
SIC		Friends of Bridge Columbia to present their responses to County report	TBA					
SIC		Periodic update on CA's Comprehensive Sustainability Plan efforts	TBA					
SIC	12/11/2014	Request to Purchase One Piece of Equipment with FY15 Capital Funds	12/11/2014			12/11/2014	recommended	approved
SIC	12/11/2014	Easement Request from Owen Brown (Emergency Exit from Addition to Interfaith Center)	12/11/2014			12/11/2014	recommended	approved
SIC	1/22/2015	Policy on CA's role regarding abandoned properties	2/26/2015					
SIC	1/22/2015	Lake Water Quality Monitoring	1/22/2015					

**Tracking Form  
Strategic Implementation Committee FY15**

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
SIC	1/22/2015	Purchasing Exception - Generator Powered by Natural Gas	1/22/2015			1/22/2015	recommended	approved
SIC	1/22/2015	Discussion on the use of pesticides	3/26/2015					
SIC	2/26/2015	Howard County Easement Request - 100 year flood plain drainage and utility easement. Village of Kings Contrivance	2/26/2015					
PSC								
SIC								
SIC								
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**FY 15 Tracking Form  
Board Operations Committee  
January 23, 2015**

	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 1/5/15 BOC meeting agenda.				Discussed at the 1/5/15 BOC meeting. The mid-year review will be held at a closed BOD meeting on 1/22/15.	Provided feedback to the President/CEO at the 1/22/15 closed BOC meeting hosting the CA BOD.
	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.				Discussed at the 1/5/15 BOC meeting. The forms for the annual review and bonus decision will be updated.	No action required.
	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.				Discussed at the 1/5/15 BOC meeting. The President/CEO will submit proposed goals and objectives for FY 16 to the BOC at the 3/2/15 BOC meeting.	
	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. No further discussions planned.	

**FY 15 Tracking Form  
Board Operations Committee  
January 23, 2015**

	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
7	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. Will be on the agenda for the 3/2/15 BOC meeting.
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. As of 12/1/14, CA BOD members must use CA-issued e-mail addresses for all business conducted on behalf of the Columbia Association.

**FY 15 Tracking Form  
Board Operations Committee  
January 23, 2015**

	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
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 shared the proposed amendments with the BOC on 12/1/14, and the BOC voted to recommend the administrative amendments to the Board at the 1/8/15 Board meeting. The BOC also voted to form a Governance Review Committee with membership approved by the BOD. On 1/8/15 the Board voted to send the proposed revisions to the charter and bylaws to the Members of CA. The revisions cannot be finalized until after a 30-day public comment period.	



**FY 15 Tracking Form  
Board Operations Committee  
January 23, 2015**

	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
10	Reg Avery	11/3/2014	Amend policy, Special Rules of Order to include more details on topics discussed at Resident Speakout.	Will be placed on the 12/1/14 BOC meeting agenda.			Will be on the agenda for approval at the 1-8-15 Board meeting.		Amendments to the Special Rules of Order re: Procedures for Official Minutes-Resident Speakout and Changes to the Policy-Minutes and Recordings CA Board of Directors Meetings were approved by the BOD on January 8, 2015.
11	BOC	1/15/2015	Submission of Proposed Goals and Objectives for FY 16 by the President/CEO	Will be placed on the 03/02/15 BOC meeting agenda.					



## Draft – As of 1-27-15

February 6, 2015

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 be held on Thursday, February 12, 2015 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. Resident Speakout   |                  |
| 6. Approval of Minutes <b>January 22, 2015</b>   | 2 min.           |
| 7. Chairman's Remarks  | 3 min.           |
| 8. President's Remarks; Follow-Up Questions from the Board Members   | 10 min.          |
| 9. Committee Chairs' Remarks   | <b>10 min.</b>   |
| (a) Board Operations Committee   | <i>(2 min.)</i>  |
| (b) External Relations Committee   | <i>(2 min.)</i>  |
| (c) Planning and Strategy Committee  | <i>(2 min.)</i>  |
| (d) Strategic Implementation Committee   | <i>(2 min.)</i>  |
| (e) CA Representatives to the Inner Arbor Trust Board of Directors   | <i>(2 min.)</i>  |
| 10. Recommendations for Board Action   |                  |
| (a) Consent Agenda - None  |                  |
| (b) Recommendations for Action   | <b>45 min.</b>   |
| 1. Approve Draft Conditional FY 16 Capital Budget (as amended)   | <i>(5 min.)</i>  |
| 2. Approve Draft Conditional FY 16 Operating Budget (as amended)   | <i>(5 min.)</i>  |
| 3. Approve Draft Conditional FY 16 Rates (as amended)  | <i>(30 min.)</i> |
| 4. Approve Annual Charge Rate for FY 16  | <i>(5 min.)</i>  |
| 11. Special Topics and Presentations - None  |                  |
| 12. Committee Agendas  |                  |
| (a) Planning and Strategy Committee  | <b>47 min.</b>   |
| 1. Discussion  |                  |
| (a) Discussion of Guiding Principles (Draft) regarding New Town Zoning and Columbia as a Planned Community | <i>(45 min.)</i> |
| (b) Committee Tracking Form  | <i>(2 min.)</i>  |

- |  |         |
|--|---------|
| 13. Possible Topics for Future Board Discussions   | 10 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:<br>Approximately 10:05 p.m.) |         |

**Next Board Meeting: Thursday, February 26, 2015**

**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.



## Draft – As of 01-27-15

February 20, 2015

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 be held on Thursday, February 26, 2015 at 7:00 p.m. at the Columbia Association Building, 10221 Wincopin Circle, Columbia, MD 21044.**

### AGENDA

- |   |                |
|---|----------------|
| 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. Resident Speakout  |                |
| 6. Approval of Minutes <b>February 12, 2015</b>                               | 2 min.         |
| 7. Chairman's Remarks   | 3 min.         |
| 8. President's Report – See written report – Follow-Up Questions from the BOD | 10 min.        |
| 9. Committee Chairs' Remarks  | <b>12 min.</b> |
| (a) Board Operations Committee  | (2 min.)       |
| (b) External Relations Committee  | (2 min.)       |
| (c) Planning and Strategy Committee   | (2 min.)       |
| (d) Strategic Implementation Committee  | (2 min.)       |
| (e) CA Representatives to the Inner Arbor Trust Board of Directors            | (2 min)        |
| 10. Recommendations for Board Action  |                |
| (a) Consent Agenda  |                |
| 1.  |                |
| 2.  |                |
| 3.  |                |
| 4.  |                |
| (b) Recommendations for Action  |                |
| 1.  |                |
| 2.  |                |
| 3.  |                |
| 4.  |                |

- 11. Special Topics and Presentations
  - (a) Presentation of the Results of the Benefits Study 60 min.
- 12. Committee Agendas
  - (a) Strategic Implementation Committee **62 min.**
    - 1. Discussion
      - (a) Revisions to CA Residential Covenant Review and Enforcement Process specifically related to Abandoned Properties (45 min.)
      - (b) Howard County Easement Request – 100 Year Flood Plain Drainage and Utility (15 min.)
      - (c) Committee Tracking Form (2 min.)
    - (b) External Relations Committee **32 min.**
      - 1. Discussion
        - (a) Discuss “Columbia Speaks, CA Listens” Report and Next Steps (30 min.)
        - (b) Committee Tracking Form (2 min.)
- 13. Possible Topics for Future Board Discussions 10 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 10:35 p.m.)

**Next Board Meeting: Thursday, March 12, 2015**

**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.