

DRAFT MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
HELD: OCTOBER 31, 2016

To be approved November 28, 2016

The regular meeting of the Board Operations Committee was held on Monday, October 31, 2016 at Columbia Association headquarters. Present were BOC members Andrew Stack, Milton W. Matthews, and Dick Boulton. Also present were Vice President and CFO Susan Krabbe, General Counsel Sheri Fanaroff (arrived at 7:34 p.m.), and Chief Staff Liaison Janet Loughran.

**1. Call to Order**

The meeting was called to order at 7:31 p.m. by the Chairman, Andrew Stack.

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

**3. Approval of Agenda**

Mr. Boulton moved to approve the agenda. Mr. Matthews seconded. The motion was approved unanimously.

**4. Resident Speakout: No residents signed up for Resident Speakout.**

**5. Approval of Minutes – Monday, October 3, 2016**

Mr. Stack moved to approve the minutes of the October 3, 2016 meeting. Mr. Matthews seconded. The vote to approve the minutes was 2-0-1.

For: Messrs. Stack and Matthews  
Against: None  
Abstain: Mr. Boulton

**6. Administrative Items**

**(a) Stakeholders Dinners-FY 2017**

BOC members discussed potential guests to invite to the April 2017 stakeholders dinner. Suggestions included the Board of Education and Superintendent of the Howard County Public School System, the Downtown Columbia Arts and Culture Commission, and the Asian/Chinese American Organization suggested by Chao Wu. It was noted that Columbia Association has a working relationship with the school system via CA's before and after school care program and that the CA Board had not had a previous dinner with school system representatives.

**Action:** Mr. Boulton moved to recommend to the Board of Directors that it invite the Board of Education and Superintendent of the Howard County Public School System to the April 2017 Stakeholders Dinner. Mr. Stack seconded the motion. The BOC approved the motion unanimously.

**7. Finalize Proposed Agendas for Upcoming Board of Directors Work Session and Meeting**

**(a) Review of Proposed Draft – November 10, 2016 BOD Work Session**

The BOC discussed the draft agenda for the November 10, 2016 Board Work Session. It eliminated the overview of the Clarabridge Client Management System as Item 6(b) and substituted a discussion on a temporary bell tower option for the 50<sup>th</sup> Birthday

49 celebration. It eliminated the overview of the Communications and Marketing  
50 Department as Item 6(c) and substituted a discussion on the sound at Merriweather  
51 Post Pavilion for 30 minutes.

52 **Action:** Mr. Boulton moved to approve the amended agenda for the  
53 November 10, 2016 BOD work session. Mr. Matthews seconded the motion. The BOC  
54 approved the motion unanimously.

55

56 **(b) Review Draft – November 10, 2016 BOD Meeting**

57 The BOC reviewed the draft agenda for the November 10, 2016 Board Meeting.

58 **Action:** Mr. Boulton moved to approve the agenda for the November 10, 2016 BOD  
59 meeting. Mr. Matthews seconded the motion. The BOC approved the motion  
60 unanimously.

61

62 **8. Review BOC Tracking Form:** The BOC reviewed the Tracking Form.

63

64 **9. Review Log of Items for Upcoming BOD Work Sessions and Meetings:** No changes were made.

65

66 **10. Talking Points:** The Talking Points were read by Recording Secretary Fenise Dunson.

67

68 **11. Adjournment:** The meeting adjourned at 8:00 p.m.

69

70

71 Respectfully submitted,

72

73 Fenise Dunson

74 Recording Secretary