

MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
NOVEMBER 27, 2018

Approved February 25, 2019

The regular meeting of the Board Operations Committee (BOC) was held on Tuesday, November 27, 2018 at Columbia Association headquarters. Present were BOC members Andrew Stack, Dick Boulton, Nancy McCord, and Shari Zaret. Also present were Board member Ginny Thomas (arrived at 7:38 p.m.); Vice President and CFO Susan Krabbe; General Counsel Sheri Fanaroff; and Chief Staff Liaison Janet Loughran.

**1. Call to Order**

The meeting was called to order at 7:32 p.m. by the chairman, Andrew Stack.

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

Prior to proceeding with the approval of the agenda, Ms. Zaret raised a concern regarding the Board's ability to review, and possibly take a position on, proposed legislation in the upcoming legislative session since BOD meeting and work session agendas are set in advance. The General Counsel reviewed the process by which Board members are informed of upcoming proposed legislation having a possible impact on Columbia Association and asked to respond with any comments and/or concerns. Ms. Zaret made a motion requesting that Ms. Fanaroff send memos regarding proposed legislation prior to CA Board work session and meeting agendas, and that time be allocated at each work session and meeting to have a general discussion on it. Should the Board need any legal advice on proposed legislation, a closed meeting will be scheduled.

**3. Approval of Agenda:** Mr. Boulton moved, and Ms. McCord seconded, to approve the agenda. The motion was approved unanimously.

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

**5. Approval of Minutes – August 27, 2018**

The minutes of the August 27, 2018 Board Operations Committee meeting were approved by consent.

**6. Administrative Items - None**

**7. Finalize Proposed Agendas for upcoming Board of Directors Work Sessions and Meetings**

**(a) Review Proposed Agenda – December 13, 2018 Board of Directors Work Session**

The BOC reviewed the proposed agenda for the December 13, 2018 Board of Directors Work Session. Mr. Stack noted that a meeting of the Members of Columbia Association may need to be scheduled prior to the work session should the River Hill Village Community Association appoint a successor to Chao Wu as the River Hill representative on CA's Board of Directors. To accommodate the possibility of such a meeting, the start

time for the work session was changed to 7:05 p.m. The BOC also discussed the proposed time allocations for work session topics, and made the following changes: Discussion of the Most Recent Development Tracker-20 minutes; Capital Projects and Open Space Updates-10 minutes; Stream Erosion Study-45 minutes; and East Guilford Industrial Park Covenant Enforcement Recommendation-45 minutes.

**Action:** Mr. Boulton moved to approve the amended agenda for the December 13, 2018 Board of Directors Work Session. Ms. Zaret seconded. The vote to approve the amended agenda was unanimous.

**(b) Review Proposed Agenda – December 13, 2018 Board of Directors Meeting**

The BOC reviewed the proposed agenda for the December 13, 2018 Board of Directors meeting. BOC members felt it was no longer necessary to read the five civility principles since laminated cards with the information are placed on the tables. The BOC recommended the word “Read” in the topic listing on this and all future agendas be changed to “Remind.”

**Action:** Mr. Boulton moved to approve the amended proposed agenda for the December 13, 2018 Board of Directors meeting. Ms. McCord seconded. The vote to approve the amended agenda was unanimous.

**(c) Review Proposed Agenda – January 10, 2019 Board of Directors Work Session**

The BOC reviewed the proposed agenda for the January 10, 2019 Board of Directors work session. The BOC added “Howard County State Delegation Legislation Discussion,” with a time allocation of 15 minutes, as item 6(b). The remaining discussion topics will move down one step in the sequence. Due to the expected interest in the topics being discussed and the desire to end the meeting at approximately 10:00 p.m., the BOC moved the start time of the work session to 7:00 p.m.

**Action:** Ms. McCord moved to approve the amended agenda for the January 10, 2019 Board of Directors work session. Mr. Boulton seconded. The vote to approve the amended agenda was unanimous.

**(d) Review Proposed Agenda – January 24, 2019 Board of Directors Meeting**

The BOC reviewed the proposed agenda for the January 24, 2019 Board of Directors meeting. BOC members made the following changes to topic listings: item 7(d) was renamed “Quarterly Update re: Membership Information;” and item 9(b)1 was renamed “Acceptance of the Final Report from the Millennials Work Group.” The BOC also added “Potential Vote on Howard County State Delegation Legislation” as item 9(b)3, with a time allocation of 10 minutes. Due to the possibility of having a closed meeting following adjournment of the open meeting, the start time of the open meeting was changed to 7:00 p.m.

**Action:** Ms. McCord moved to approve the revised proposed agenda for the January 24, 2019 Board of Directors meeting. Mr. Boulton seconded. The vote to approve the amended agenda was unanimous.

**(e) Review Proposed Agenda – February 14, 2019 Board of Directors Work Session**

The BOC reviewed the proposed agenda for the February 14, 2019 Board of Directors work session. The BOC added “Howard County State Delegation Legislation Discussion”

as item 6(c), with a time allocation of 10 minutes. The remaining discussion topics will move down one step in the sequence. The anticipated ending time of the work session was changed to 10:00 p.m.

**Action:** Mr. Boulton moved to approve the amended agenda for the February 14, 2019 Board of Directors work session. Ms. McCord seconded. The vote to approve the amended agenda was unanimous.

**(f) Review Proposed Agenda – February 28, 2019 Board of Directors Meeting**

The BOC reviewed the proposed agenda for the February 28, 2019 Board of Directors meeting. The BOC noted item 8(b)1, “Approve Annual Charge Rate and Cap for FY 20” may not be needed, as the vote may have been taken at a previous Board meeting. The Chief Staff Liaison will follow up. The BOC also added “Potential Vote on Howard County State Delegation Legislation” as item 8(b)5, with a time allocation of 10 minutes.

**Action:** Ms. Zaret moved to approve the proposed agenda for the February 28, 2019 Board of Directors meeting. Ms. McCord seconded. The vote to approve the amended agenda was unanimous.

**8. Talking Points:** The Talking Points were read by Chief Staff Liaison Janet Loughran.

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

Respectfully Submitted,

Janet F. Loughran  
Chief Staff Liaison