

MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
JUNE 3, 2019

Approved September 4, 2019

The regular meeting of the Board Operations Committee (BOC) was held on Monday, June 3, 2019 at Columbia Association headquarters. Present were BOC members Andrew Stack, Ginny Thomas, Milton W. Matthews, and Nancy McCord. Also present were Board member Dick Boulton (arrived at 7:05 p.m.), Vice President and CFO Susan Krabbe, and Chief Staff Liaison Janet Loughran.

**1. Call to Order**

The meeting was called to order at 7:02 p.m. by the chairman, Andrew Stack.

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

**3. Approval of Agenda:** Ms. Thomas 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 – February 25, 2019**

The minutes of the February 25, 2019 BOC meeting were approved by consent.

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

**(a) Review Proposed Agenda – June 13, 2019 Board of Directors Work Session**

The BOC reviewed the proposed agenda for the June 13, 2019 Board of Directors Work Session. The BOC decided to change the order of some topics on this, and subsequent, work session agendas. "Work Session Topics" will now appear after "Resident Speakout," followed by the "Chairman's Remarks" and "President's Remarks." A new topic entitled "Possible New Topics" will be added to all agendas.

**Action:** Ms. Thomas moved to approve the amended agenda for the June 13, 2019 Board of Directors Work Session. Mr. Matthews seconded. The BOC approved the amended agenda unanimously.

**(b) Review Proposed Agenda – June 27, 2019 Board of Directors Meeting**

The BOC reviewed the proposed agenda for the June 27, 2019 Board of Directors meeting. The BOC decided to change the order of some topics on this, and subsequent, Board meeting agendas. "Board Action" will now appear after "Resident Speakout," followed by "Chairman's Remarks" and "Reports/Presentations." "Possible New Topics" will be added prior to the "Talking Points." The BOC also discussed the possibility of moving the votes on the two easements requests and stakeholders dinners from "Board Votes" to the "Consent Agenda." A notation will be made that "Neighborhood Centers-Presentation" will be for discussion only and that no votes will be taken.

**Action:** Mr. Matthews moved to approve the amended agenda for the June 27, 2019 Board of Directors meeting. Ms. McCord seconded. The BOC approved the amended agenda unanimously.

**(c) Review Proposed Agenda – July 11, 2019 Board of Directors Work Session**

The BOC reviewed the proposed agenda for the July 11, 2019 Board of Directors work session. The order of the topics will be changed to the sequence for work sessions decided earlier in the BOC meeting. It was also decided to have a special work session on July 18 to discuss the advisory committee annual reports for FY 2019 and proposed charges for FY 2020. The time allocation for the discussion on “Budget Parameters, Annual Charge Rate and Cap for the Draft FY 2021/FY 2022” was increased to 90 minutes. A notation will be made that “Neighborhood Centers-Discussion” will be for discussion only and that no votes will be taken.

**Action:** Ms. McCord moved to approve the amended agenda for the July 11, 2019 Board of Directors work session. Mr. Matthews seconded. The BOC approved the amended agenda unanimously.

**(d) Review Proposed Agenda – July 25, 2019 Board of Directors Meeting**

The BOC reviewed the proposed agenda for the July 25, 2019 Board of Directors meeting. The order of the topics will be changed to the sequence for Board meetings decided earlier in the BOC meeting.

**Action:** Ms. McCord moved to approve the amended agenda for the July 25, 2019 Board of Directors meeting. Mr. Matthews seconded. The BOC approved the amended agenda unanimously.

**7. Administrative Items**

**(a) Discussion of Recommendations from the CA Board Ad Hoc Committee**

Ms. McCord discussed recommendations from the CA Board Ad Hoc Committee.

Recommendations implemented by the BOC include:

- Changing the order of topics on agendas for all Board work sessions and meetings;
- Adding a topic entitled “Possible New Topics” to agendas for all Board work sessions and meetings; and
- Creating a folder for Board members in Google showing agendas processed by the BOC.

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

9. **Adjournment:** The meeting adjourned at 8:32 p.m.

Respectfully Submitted,

Janet F. Loughran  
Chief Staff Liaison