



May 8, 2020

To: Columbia Association Board of Directors  
(E-Mail: [Board.Members@ColumbiaAssociation.org](mailto:Board.Members@ColumbiaAssociation.org))  
CA Management

**The Organizational Meeting of the Board of Directors will be held virtually on Thursday, May 14, 2020 immediately following the meeting of the Members of Columbia Association, which begins at 7:00 p.m.**

### **AGENDA**

1. Call to Order
  - (a) Announce procedures being used to conduct the virtual meeting
  - (b) Confirm the Directors/senior staff members in attendance
  - (c) Confirm that only audio of the meeting is being broadcast
  - (d) Remind Board and senior staff members to mute their phones and speak slowly and clearly; and to announce their name when speaking
2. Approval of Agenda
3. Election of Chair and Vice Chair of Columbia Association's Board of Directors
4. Appointments to Committees
5. Selection of Columbia Association Representatives to the Inner Arbor Trust Board of Directors
6. Reappointment of Officers of Columbia Association
7. Schedule of BOD Work Sessions and Meetings in FY 2021
8. Adjournment

### **Next Scheduled Board of Directors Meeting**

**Thursday, May 28, 2020 – 7:00 p.m.**

**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.**



**COLUMBIA ASSOCIATION, INC.  
MEETING OF DIRECTORS**

**Held: May 14, 2020**

**Election of Chair and Vice Chair of the Board**

**RESOLVED**, that \_\_\_\_\_ is elected as Chair of the Board of Directors of Columbia Association, Inc. for the period from May 14, 2020 until the election of his/her successor at the Board organizational meeting to be held on May 13, 2021 and

**FURTHER RESOLVED** that \_\_\_\_\_ is elected as Vice Chair of the Board of Directors of Columbia Association, Inc. for the period from May 14, 2020 until the election of his/her successor at the Board organizational meeting to be held on May 13, 2021.



**APPOINTMENTS OF DIRECTORS TO BOARD COMMITTEES - Worksheet**

	<u>FY 20</u>	<u>FY 21</u>
<u>Audit Committee</u>		
Members	Dick Boulton	_____
	Renee DuBois	_____
	Rafia Siddiqui	_____
Resident Expert	James Young	James Young
Resident Expert	Timothy Redmond	Timothy Redmond
President/CEO**	Milton W. Matthews	Milton W. Matthews
Chief Staff Liaison**	Jackie Tuma	Jackie Tuma
<u>Risk Management Committee</u>		
Chair	Susan Krabbe	Susan Krabbe
President/CEO	Milton W. Matthews	Milton W. Matthews
Member	Lin Eagan	_____
Member	Nancy McCord	_____
Member	Rafia Siddiqui	_____
Member	Shari Zaret	_____
Resident Expert	Richard Shaw	Richard Shaw
Secretary**	Sheri Fanaroff	Sheri Fanaroff
<u>Board Operations Committee</u>		
CA Board of Directors Chair	Andrew Stack	_____
CA Board of Directors Vice Chair	Ginny Thomas	_____
President/CEO	Milton W. Matthews	Milton W. Matthews
Chief Staff Liaison**	Janet Loughran	Janet Loughran
Board Members* 1 & 2		_____
Monday, June 1, 2020		_____
Board Members* 3 & 4		_____
<u>Tuesday</u> , September 1, 2020		_____
Board Members* 5 & 6		_____
Monday, November 30, 2020		_____
Board Members* 7 & 8		_____
Monday, March 1, 2021		_____
<u>Board Member Liaisons to Advisory Committees</u>		
Aquatics Advisory Committee	Alan Klein	_____
Climate Change & Sustainability Advisory Cmte	Ginny Thomas	_____
Columbia Art Center Advisory Committee	Janet Evans	_____
Golf and Green Advisory Committee	Lin Eagan	_____
Health and Fitness Advisory Committee	Dick Boulton	_____
Information Technology Advisory Committee	Andrew Stack	_____
International & Multicultural Advisory Committee	Renee DuBois	_____
Millennial Advisory Committee	Shari Zaret	_____
Senior Advisory Committee	Nancy McCord	_____
Teen and Middle School Advisory Committee	Renee DuBois	_____
Tennis Committee	Nancy McCord	_____
Watershed Resident Advisory Committee	Shari Zaret	_____

\*These are Board members other than the Chair and Vice Chair.

\*\*The Chief Staff Liaisons and Secretary attend designated committee meetings, but are not members of the designated committees. The President/CEO attends meetings of the Audit Committee, but is not a member of the Committee.



**COLUMBIA ASSOCIATION, INC.  
MEETING OF DIRECTORS**

**Held: May 14, 2020**

**Selection of Representatives of Columbia Association, Inc. to  
the Inner Arbor Trust Board of Directors**

**RESOLVED**, that \_\_\_\_\_ and \_\_\_\_\_  
are selected as representatives of Columbia Association, Inc. to the Inner Arbor  
Trust, Inc. Board of Directors for the period from May 14, 2020 until their  
successor(s) is/are selected by Columbia Association's Board of Directors.



**COLUMBIA ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS**

**Held: May 14, 2020**

**RESOLUTION**

**BE IT RESOLVED**, that the Board of Directors hereby reappoints the following slate of officers for Columbia Association, Inc. as of May 14, 2020:

Milton W. Matthews, President/CEO  
Susan Krabbe, Vice President and Secretary  
Mary Lynn Schwartz, Treasurer  
Don Van Deusen, Assistant Secretary

*Approved by CA's Board of Directors on \_\_\_\_\_*



**DATE:** May 8, 2020  
**TO:** Columbia Association Board of Directors  
**FROM:** Andrew C. Stack, Chair, FY 2020 Board of Directors  
**SUBJECT:** **Schedule of CA Board Work Sessions and Meetings for FY 2021**

Following is the proposed schedule of dates for Columbia Association's Board of Directors work sessions and meetings in FY 2021.

Thursday, May 14, 2020 (Organizational Meetings)  
Thursday, May 28, 2020 (Board Meeting)

Thursday, June 11, 2020 (Board Work Session)  
Thursday, June 25, 2020 (Board Meeting)

Thursday, July 9, 2020 (Board Work Session)  
Thursday, July 16, 2020 (Board Work Session - Annual Reports from Advisory Committees)  
Thursday, July 23, 2020 (Board Meeting)

*There will be no Board work session or meeting in August. Enjoy the summer break.*

Thursday, September 10, 2020 (Board Work Session)  
Thursday, September 24, 2020 (Board Meeting)

Thursday, October 8, 2020 (Board Work Session)  
Thursday, October 15, 2020 (Board Work Session – Budget)  
Thursday, October 22, 2020 (Board Meeting)

Thursday, November 12, 2020 (Board Work Session and Board Meeting)

Thursday, December 10, 2020 (Board Work Session and Board Meeting)

Thursday, January 14, 2021 (Board Work Session)  
Thursday, January 21, 2021 (Board Work Session – Budget)  
Thursday, January 28, 2021 (Board Meeting)

Thursday, February 11, 2021 (Board Work Session)  
Thursday, February 25, 2021 (Board Meeting)

Thursday, March 11, 2021 (Board Work Session)  
Thursday, March 25, 2021 (Board Meeting)

Thursday, April 8, 2021 (Board Work Session)  
Thursday, April 22, 2021 (Board Meeting)

Work sessions and meetings will begin at 7:00 p.m. and are anticipated to end at 10:00 p.m.

### Important Dates for the CA Board

	Work Session		Meeting		Other		
Month	Date	Scheduled Activity	Date	Scheduled Activity	Name	Date	Scheduled Activity
					Orientation	TBD	Orientation for New Board Members
<b>May</b>	2nd Thursday		4th Thursday	Discuss President/CEO's initiatives	Annual Meeting of the Members of CA, the CA Board, and the Columbia Council	2nd Thursday	Election of Chair, Vice-Chair, CA Officers, committee assignments, etc.
					Social	TBD	Board/Staff dinner
<b>June</b>	2nd Thursday	Development Tracker & Open Space/Capital Projects Update	4th Thursday	Approve President/CEO's initiatives	BOC	Last Monday in May or 1st Monday in June	Set Agendas for June and July
<b>July</b>	2nd Thursday	Annual Charge, budget parameters, rates discussion; Development Tracker & Open Space/Capital Projects Update	4th Thursday	Set Budget parameters, Annual Charge & Cap, Rate Increase; 4th Quarter Financials & Audit; Dashboard & Membership presentation			
	3rd Thursday	Review Advisory Committee Reports; discuss charges					
<b>September</b>	2nd Thursday	Budget hearing; Village Financials; Development Tracker & Open Space/Capital Projects Update	4th Thursday	Approve IRS 990 form; 1st Quarter Financials; Dashboard & Membership presentation	BOC	4th Monday in Aug or 1st Monday in Sept	Set agendas for Sept, Oct, Nov



<b>October</b>	2nd Thursday	Development Tracker & Open Space/Capital Projects Update	4th Thursday	Approve proposed capital projects and operating budget items for inclusion in proposed budget			
	3rd Thursday	Budget discussion on proposed capital projects, and operating budget items					
<b>November</b>	2nd Thursday	Development Tracker & Open Space/Capital Projects Update	2nd Thursday		Social	TBD	Dinner with public officials
					BOC	Last Monday in Nov or 1st Monday in Dec	Set agendas for Dec, Jan, Feb Mid-term discussion with CA President/CA on performance (closed discussion)
<b>December</b>	2nd Thursday	2nd Quarter Financials; approve Auditor; Dashboard & Membership presentation	2nd Thursday		Social	TBD	Dinner with Village Chairs & managers
January	2nd Thursday	Budget hearing Development Tracker & Open Space/Capital Projects Update	4th Thursday	Approve budget			
	3rd Thursday	Budget discussion					
February	2nd Thursday	Development Tracker & Open Space/Capital Projects Update	4th Thursday		BOC	4th Monday in February	Set agendas for Mar and Apr
March	2nd Thursday	Discuss Board Initiatives for next year; Development Tracker & Open Space/Capital Projects Update	4th Thursday	3rd Quarter Financials; Dashboard & Membership presentation; approve Board Initiatives for next year	Stakeholder Dinner	TBD	
April	2nd Thursday	Development Tracker & Open Space/Capital Projects Update	4th Thursday		Special	TBD	Evaluate CA President/CEO