

DRAFT MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
JUNE 1, 2020

To Be Approved: August 31, 2020

A virtual meeting of the Board Operations Committee (BOC) was held on Monday, June 1, 2020. Participating in the meeting were BOC members Andrew Stack, Virginia Thomas, Milton W. Matthews, Renee DuBois, and Shari Zaret (joined at 7:15 p.m.). Also participating were Vice President/CFO Susan Krabbe; General Counsel Sheri Fanaroff; and Chief Staff Liaison Janet Loughran.

**1. Call to Order**

1. The meeting was called to order at 7:00 p.m. by the chairman, Andrew Stack. Mr. Stack read prepared remarks outlining how the meeting would be conducted, and then proceeded with a roll call to verify which Directors were participating.

2. **Approval of Agenda:** Ms. DuBois moved to approve the agenda, seconded by Ms. Thomas. The agenda was approved unanimously.

**3. Approval of Minutes – February 24, 2020**

The minutes of the February 24, 2020 BOC meeting were approved by consent.

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

**(a) Review Proposed Agenda – June 11, 2020 Board of Directors Work Session**

The BOC reviewed the proposed agenda for the June 11, 2020 Board of Directors Work Session. BOC members suggested that the supporting document for item 4(b), Howard County General Plan Update, contain information from the consulting team such as the process to be used, and suggestions of any background material from CA possibly needed by the team. Adjunct to item 4(f), Status Report on the FY 2021 Operating Budget, BOC members suggested that a small group of Board and staff members be convened to develop the process for planning the “post-pandemic” Columbia Association. Board members were also asked to submit questions to which staff can respond and which the Board could discuss at the work session.

**Action:** Ms. Thomas moved to approve the proposed agenda, seconded by Ms. DuBois. The BOC approved proposed agenda unanimously.

**(b) Review Proposed Agenda – June 25, 2020 Board of Directors Meeting**

The BOC reviewed the proposed agenda for the June 25, 2020 Board of Directors meeting. Approval of the representative from Kings Contrivance to the Watershed Advisory Committee was added to the Consent Agenda. The BOC added item 7, Board Discussion – Future of Columbia Association – Focused on FY 2022, with a time allocation of 60 minutes.

**Action:** Mr. Stack asked if there were any objections to the amended agenda. Hearing none, the amended agenda was approved unanimously.

46 **(c) Review Proposed Agenda – July 9, 2020 Board of Directors Work Session**

47 The BOC reviewed the proposed agenda for the July 9, 2020 Board of Directors work session.  
48 Ms. Krabbe noted that item 4(a), Budget Schedule, Parameters, Annual Charge Rate, and Cap  
49 for FY 2022, may need to be amended to postpone the discussion on parameters, annual  
50 charge rate, and cap for FY 2022. Ms. Krabbe will have more information as the annual charge  
51 payments are received and financial information for early FY 2021 becomes available.  
52

53 Two additional topics were added to the agenda. Item 4(e), Pre-Filed State Legislation, with a  
54 time allocation of 15 minutes, will be added to work session and meeting agendas for the rest  
55 of the calendar year. Item 4(f), Update on the Process for the Howard County General Plan,  
56 with a time allocation of 15 minutes, will address any issues arising from the initial discussion  
57 on June 11. The anticipated ending time was changed to 10:00 p.m.

58 **Action:** Ms. Thomas moved to approve the amended proposed agenda for the July 9, 2020  
59 Board of Directors work session. Ms. DuBois seconded. The BOC approved the amended  
60 proposed agenda unanimously.  
61

62 **(d) Review Proposed Agenda – July 16, 2020 Board of Directors Work Session**

63 The BOC reviewed the proposed agenda for the July 16, 2020 Board of Directors work session,  
64 the purpose of which is to review the annual reports for FY 2020 and proposed charges for  
65 FY 2021 from CA’s advisory committees. A notation will be added to the agenda stating that a  
66 maximum of ten minutes will be allocated to discuss each committee’s information. The BOC  
67 decided not to include the topic on Pre-Filed State Legislation on this agenda.

68 **Action:** Ms. Thomas moved to approve the annotated proposed agenda for the July 16, 2020  
69 Board of Directors work session. Ms. Zaret seconded. The BOC approved the annotated  
70 proposed agenda unanimously.  
71

72 **(e) Review Proposed Agenda – July 23, 2020 Board of Directors Meeting**

73 The BOC reviewed the proposed agenda for the July 23, 2020 Board of Directors meeting. It  
74 noted that item 6(a), Vote on the Budget Schedule, Parameters, Annual Charge, and Cap for  
75 FY 2022, may be amended in July to include a vote on the budget schedule only, with the vote  
76 on the other items possibly delayed until August. The agenda will also be updated to include  
77 the topic on pre-filed state legislation.

78 **Action:** Ms. DuBois moved to approve the amended proposed agenda for the July 23, 2020  
79 Board of Directors meeting. Ms. Thomas seconded. The BOC approved the amended proposed  
80 agenda unanimously.  
81

82 **(f) Review Proposed Agenda – August 20, 2020 Board of Directors Work Session**

83 The BOC reviewed the proposed agenda for the August 20, 2020 Board of Directors work  
84 session. Two additional topics were added. Item 4(b), with a time allocation of 60 minutes,  
85 will be a discussion of the mission and core values of Columbia Association, focused on the  
86 potential impact to the FY 2022 budget. Item 4(c), with a time allocation of 15 minutes, will be  
87 a short discussion on pre-filed state legislation.  
88

89 An additional agenda will be created for a possible Board of Directors meeting, in the event a  
90 vote is needed on the parameters, annual charge rate, and cap for the FY 2022 budget.

91           **Action:** Ms. Thomas moved to approve the amended proposed agenda for the  
92           August 20, 2020 Board of Directors work session. Ms. Zaret seconded. The BOC approved the  
93           amended proposed agenda for the work session and the addition of an agenda for a possible  
94           Board meeting unanimously.

95

96   **5. Administrative Items:** None

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98   **6. Talking Points:** The Talking Points were read by the Chief Staff Liaison.

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100   **7. Adjournment:** The meeting adjourned at 8:25 p.m.

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103   Respectfully Submitted,

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105   Janet F. Loughran

106   Chief Staff Liaison