

MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
NOVEMBER 30, 2020

Approved: March 1, 2021

A virtual meeting of the Board Operations Committee (BOC) was held on Monday, November 30, 2020. Voting members of the BOC participating in the meeting were Andrew Stack, Virginia Thomas, Milton W. Matthews, Janet Evans, and Alan Klein. Also present were Board members Dick Boulton, Renee DuBois, and Jessamine Duvall; Vice President/CFO Susan Krabbe; General Counsel Sheri Fanaroff; and Chief Staff Liaison Janet Loughran.

**1. Call to Order**

The meeting was called to order at 7:02 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 as members of the BOC.

**2. Approval of Agenda**

Ms. Thomas moved to approve the agenda, seconded by Mr. Matthews. Hearing no objections, the agenda was approved unanimously.

**3. Residents** who wished to send comments to the BOC were asked to send them to Board.Members.FY21@ColumbiaAssociation.org.

**4. Approval of Minutes – August 31, 2020**

The minutes of the August 31, 2020 BOC meeting were approved by consent.

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

Prior to reviewing the draft agendas, Ms. Evans asked about the status of the following topics, and requested that the BOC consider adding them to agendas for December 2020, January 2021, and February 2021.

- Revised Concept Plan for the Inner Arbor Trust
- Values Discussion
  - What, if anything, can CA offer to residents that adds value to being a resident in Columbia?
  - Incorporate into upcoming budget discussions
- Community Outreach
  - What are existing channels? Future channels? Expectations of channels?
- Virtual Town Hall scheduled for January 2021
  - What topics will be covered in it?
  - The Board's expectations for PR and what topics require PR
- Strategic Communications Plan

**(a) Review Proposed Agenda – December 10, 2020 Board of Directors Meeting**

Ms. Thomas moved to approve the proposed agenda, seconded by Mr. Matthews. Discussion on the proposed agenda ensued. Based upon Ms. Evans' request, the BOC added two topics for discussion – "Inner Arbor Trust Revised Concept Plan," with a time allocation of 20 minutes; and "Board Member Ideas re: Format/Structure for the Virtual Town Hall on January 21, 2021," with a time allocation of 15 minutes.

At Ms. DuBois' request, "Approval of the Independent Auditors for FY 2021" was moved from item 5, "Consent Agenda" to item 6, "Board Votes," with a time allocation of 5 minutes.

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

**(b) Review Proposed Agenda – January 14, 2021 Board of Directors Work Session**

Ms. Thomas moved to approve the proposed agenda, seconded by Mr. Matthews. Discussion on the proposed agenda ensued. To accommodate the addition of two topics, the BOC deleted "FY 2021 Budget Update" from the proposed agenda, and added "Inner Arbor Trust Revised Concept Plan" with a time allocation of 15 minutes; and "Communications Strategy," with a time allocation of 30 minutes. Time allocations for "Applicable State Legislations Discussion," "Discussion of the Most Recent Development Tracker," and "Capital Projects and Open Space Updates," were reduced to 5 minutes for each, and will be limited to questions on the information in the supporting documents. The anticipated ending time was adjusted to 10:20 p.m.

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

**(c) Review Proposed Agenda – January 28, 2021 Board of Directors Meeting**

Ms. Thomas moved to approve the proposed agenda, seconded by Mr. Matthews. Discussion on the proposed agenda ensued. The BOC added "Inner Arbor Trust Revised Concept Plan," with a time allocation of 5 minutes to item 6, "Board Votes." The FY 2022 Budget Work Session will be held, with a time allocation of 60 minutes. The BOC added "Community Outreach Discussion," with a time allocation of 20 minutes to item 7, "Board Discussion." The anticipated ending time was adjusted to 10:20 p.m.

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

**(d) Review Proposed Agenda – February 11, 2021 Board of Directors Work Session**

Ms. Thomas moved to approve the proposed agenda, seconded by Mr. Matthews. Discussion on the proposed agenda ensued. It was noted that item 4(a) should read "Discussion – FY 2022 Draft Operating and Capital Budgets."

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

**(e) Review Proposed Agenda – February 18, 2021 Board of Directors Budget Work Session (if needed)**

Ms. Evans moved to approve the proposed agenda, seconded by Ms. Thomas. Discussion on the proposed agenda ensued. Item 4 will be amended to read “Discussion – FY 2022 Draft Operating and Capital Budgets.”

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

**(f) Review Proposed Agenda – February 25, 2021 Board of Directors Meeting**

Ms. Thomas moved to approve the proposed agenda, seconded by Mr. Stack. Discussion on the proposed agenda ensued. Item 6(a) will be amended to read “Proposed FY 2022 Draft Capital Budget” and item 6(b) will be amended to read “Proposed FY 2022 Draft Operating Budget.” Time allocations for items 6(a) and 6(b) will be increased to 30 minutes each. The anticipated ending time was changed to 9:45 p.m.

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

**6. Administrative Items**

At Mr. Klein’s suggestion, at future BOC meetings, it will be assumed that proposed agendas for upcoming Board of Directors work sessions and meetings are open for discussion, with no motion or second needed to begin such discussions.

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

**8. Adjournment:** The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Janet F. Loughran  
Chief Staff Liaison