

MINUTES
BOARD OPERATIONS COMMITTEE MEETING
MARCH 1, 2021

Approved: June 3, 2021

A virtual meeting of the Board Operations Committee (BOC) was held on Monday, March 1, 2021. Voting members of the BOC participating in the meeting were Andrew Stack, Virginia Thomas, Milton W. Matthews, Dick Boulton, and Nancy McCord. Also present were Board members Renee DuBois and Shari Zaret; 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 7:00 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 the Directors participating as voting 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 – November 30, 2020

The minutes of the November 30, 2020 BOC meeting were approved by consent.

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

(a) Review Proposed Agenda – March 11, 2021 Board of Directors Work Session

Mr. Stack reviewed the topics on the proposed agenda. Ms. McCord suggested the following topics be added: (i) Sport & Fitness Dashboard; (ii) Results of surveys, especially ones referencing Haven on the Lake; (iii) report on commercial assessments and abatements; and (iv) the possibility of reconvening the committees used in prior years. Ms. McCord also suggested the creation of a Finance Committee.

Ms. Krabbe suggested including information on the abatements as part of the discussion on third quarter financials on March 25. Ms. Krabbe also suggested adding the Dashboard, including results of surveys, to the March 25 BOD meeting agenda. Mr. Stack reminded the BOC that a previous Budget/Financial Advisory Committee was sunset by a prior Board of Directors. Ms. Krabbe also noted that the Audit Committee assumed responsibilities of the previous Budget/Financial Advisory Committee.

Ms. Zaret inquired about the status of a Task List and its topics. The topics include (i) Future Golf Options, with financials including information on total income, maintenance expenses, and salary expenses, to give the Board an overview of options and trends; (ii) Facilities Report

being prepared by Mr. Matthey; (iii) Strategic Plan (“Aquatics Master Plan”) for the pools, which needs to be made available current BOD members; (iv) Business Park architectural issues—who is responsible and a report from CA’s General Counsel on the work she has done on this topic; and (v) Committees – Ad hoc committee on pools; ad hoc committee on New Town Zoning, with an emphasis on gathering all information on this topic.

Discussion centered on Ms. McCord’s suggestions and the topics on Ms. Zaret’s Task List. At the conclusion, Mr. Stack suggested the following:

New Town Zoning – Investigate the possibility of placing appropriate documents related to New Town Zoning and the Howard County General Plan in a Google Docs folder.

Commercial Covenants – Investigate the possibility of creating a Google Docs folder to contain appropriate documents relating to the commercial covenants issues. The folder would need to have two sections – one for public documents and a second for confidential/non-releasable documents.

Aquatics Master Plan – Available on CA’s website

Reconvening Committees from Prior Years – Mr. Stack suggested this topic be considered by the FY 2022 Board of Directors

Future Golf Options – Mr. Stack suggested this topic be considered by the FY 2022 Board of Directors. He also noted that financial information on Golf operations will be included in the third quarter financial report.

Facilities Report – Ms. Krabbe will follow-up with Mr. Matthey regarding when the report will be available.

No decisions were made regarding these suggestions.

Action: Mr. Stack called for a motion on the proposed agenda for the March 11, 2021 BOD work session. Ms. Thomas so moved, seconded by Mr. Boulton. The proposed agenda was approved unanimously.

(b) Review Proposed Agenda – March 25, 2021 Board of Directors Meeting

The BOC suggested item 6(b), Applicable State Legislation, be limited to questions only from the Board, and reduced the time allocation to five minutes. It also requested that the “Dashboard” report, including information on Haven on the Lake, be added to the agenda, with a time allocation of 45 minutes. In response to a question, it was noted that information on abatements would be included in the FY 2021 3rd Quarter Financial Report. To accommodate the addition of the “Dashboard” topic, the anticipated ending time was changed to 10:30 p.m.

Action: Mr. Stack called for a motion to approve the revised agenda. Ms. Thomas so moved, seconded by Mr. Boulton. The revised agenda was approved unanimously.

(c) Review Proposed Agenda – April 8, 2021 Board of Directors Work Session

The BOC asked that the “Facilities Report” be added to the agenda, if available. In anticipation of the possible inclusion of the report, the “Budget Update,” “Discussion of the Most Recent Development Tracker,” and “Capital Projects and Open Space Updates” topics were limited to questions only from the Board, and most time allocations were reduced. The time allocation for the “Wrap-Up – State Legislation” topic was also reduced.

Action: Mr. Stack called for a motion to approve the revised agenda. Mr. Boulton so moved, seconded by Mr. Matthews. The revised agenda was approved unanimously.

(d) Review Proposed Agenda – April 22, 2021 Board of Directors Meeting

The BOC asked that the “Facilities Report” be added to the agenda, provided it was available and had not been discussed at the April 8 work session. It was also noted that there would be a recognition of Milton W. Matthews at the meeting.

Action: Mr. Stack called for a motion to approve the proposed agenda. Mr. Boulton so moved, seconded by Ms. Thomas. The proposed agenda was approved unanimously.

6. Administrative Items

Mr. Matthews suggested that a Board/Staff retreat be held in May to discuss topics that the FY 2022 Board of Directors and new President/CEO would like to pursue for the first six months of the new fiscal year. Mr. Stack will work with the President’s Office to determine a potential date, mostly like a Saturday.

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

8. Adjournment: The meeting adjourned at 8:04 p.m.

Respectfully Submitted,

Janet F. Loughran
Chief Staff Liaison