

MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
JUNE 3, 2021

Approved August 30, 2021

A virtual meeting of the Board Operations Committee (BOC) was held on Thursday, June 3, 2021. Voting members of the BOC participating in the meeting were Janet Evans, Virginia Thomas, Lakey Boyd, Dick Boulton, and Jessamine Duvall. Also present were CA Board members Renee DuBois and Andrew Stack; Vice President/CFO Susan Krabbe; and Chief Staff Liaison Janet Loughran.

**1. Call to Order**

The meeting was called to order at 7:01 p.m. by the chair, Janet Evans. Ms. Evans read prepared remarks outlining how the meeting would be conducted, and proceeded with a roll call to verify the Directors participating as voting members of the BOC.

**2. Approval of Agenda**

Mr. Boulton moved to approve the agenda, seconded by Ms. Thomas. Prior to calling a vote, Ms. Evans requested that the agenda be amended to include discussion on an additional Board meeting/work session on July 29, 2021. Ms. Thomas moved to add the discussion to the agenda, seconded by Ms. Duvall. Hearing no objection, the topic was added to the agenda as item 05(f). The amended agenda was approved unanimously

**3. Residents** who wished to send comments to the BOC were asked to send them to Board.Members.FY22@ColumbiaAssociation.org.

**4. Approval of Minutes – March 1, 2021**

The minutes of the March 1, 2021 BOC meeting were approved by consent.

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

**(a) Review Proposed Topics – June 10, 2021 Board of Directors Work Session**

Ms. Evans reviewed the new template for determining topics to be placed on Board work session and meeting agendas. The top section of the template lists governance and standing topics to be discussed at a particular work session or meeting, and the approximate time needed for those discussions. It is followed by the approximate amount of time remaining for discussion of other topics, and a list of potential topics which the BOC could consider for addition to the each agenda.

BOC members discussed the governance and standing topics listed, and grouped the following topics into a “Questions Only” category – Most Recent Development Tracker; Capital Projects and Open Space Updates; Chair’s Remarks; and President’s Remarks, with follow-up from BOD members. The “Questions Only” category will be carried forward as a standard component of Board work session agendas.

BOC members then reviewed the topics for discussion on June 10 and selected the following: “Utility Easement-BGE-Hickory Ridge;” “Outdoor Pools;” “President/CEO Evaluation Process;”

“Howard County General Plan/New Town Charrette;” and “Limits on Speaking Time for CA Board Members.” The time allocation for each topic was also decided.

Discussion on the “President/CEO’s Goals and Objectives [for FY 2022]” was postponed until the June 24, 2021 BOD meeting.

**Action:** Ms. Thomas moved to approve the June 10, 2021 BOD work session topics as selected by the BOC, seconded by Mr. Boulton. Ms. Evans asked if there were any objections. Hearing none, the amended List of Topics was approved unanimously.

**(b) Review Proposed Topics – June 24, 2021 Board of Directors Meeting**

The BOC discussed the governance and standing topics listed, and added grouped the following topics into a “Questions Only” category – Chair’s Remarks; President’s Report; Report from the CA Representatives to the Inner Arbor Trust Board of Directors; and Tracking Forms. The “Questions Only” category will be carried forward as a standard component of Board meeting agendas. The BOC also deleted “Talking Points” from future Board meeting agendas.

The Board Votes section will have two topics – “Limits on Speaking Time for CA Board Members” and “CA Board of Directors Position Statement on the Howard County General Plan.”

BOC members then reviewed the topics for discussion on June 24, 2021 and selected the following: “President/CEO FY 2022 Goals and Objectives;” “Board Priority Review;” and “New Town Charrette – Subcommittee Update.” The time allocation for each topic was also decided.

The “Village Finances Cap” topic was moved to the July 8, 2021 work session agenda.

**Action:** Ms. Thomas moved to approve the June 24, 2021 BOD meeting topics as selected by the BOC, seconded by Ms. Duvall. Ms. Evans asked if there were any objections. Hearing none, the amended List of Topics was approved unanimously.

**(c) Review Proposed Topics – July 8, 2021 Board of Directors Work Session**

The BOC reviewed the governance and standing topics list, and added “Pre-Filed State Legislation” and, later, “Board Priority Review” to the “Questions Only” category.

The BOC selected the following topics for discussion: “Proposed Budget Schedule for FY 2023;” “Presentation of Information - Participation of Women-, Minority-, and Disabled-Owned Businesses in CA’s Purchasing Process;” “Villages Financials Cap;” President/CEO FY 2022 Goals and Objectives;” and “Capital Projects and Open Space Update” (which was removed from “Questions Only”). The time allocation for each topic was also decided.

**Action:** Ms. Thomas moved to approve the July 8, 2021 BOD work session topics as selected by the BOC, seconded by Ms. Duvall. Ms. Evans asked if there were any objections. Hearing none, the amended List of Topics was approved unanimously.

**(d) Review Proposed Topics – July 15, 2021 Board of Directors Work Session on Advisory Committees**

The BOC discussed the role of advisory committees and pertinent information to be presented at the work session. Ms. Boyd will propose a new format for the presentations, which will highlight the contributions of advisory committees to CA and identify ways in which CA’s Board can assist them.

**Action:** Ms. Thomas moved to approve the July 15, 2021 BOD work session topics as discussed by the BOC, seconded by Ms. Duvall. Ms. Evans asked if there were any objections. Hearing none, the List of Topics was approved unanimously.

**(e) Review Proposed Topics – July 22, 2021 Board of Directors Meeting**

The BOC reviewed the governance and standing topics list, and the “Questions Only” category.

The Board Votes section will have three topics - “FY 2023 Budget Schedule,” “Villages’ Financials Cap,” and “President/CEO FY 2022 Goals and Objectives.”

The BOC selected the following topics for discussion: “Dashboard;” “Board Priorities;” and “Communications and Marketing Update.” The time allocation for each topic was also decided.

The “Reports/Presentations” section will include the FY 2021 Audited Financials and the FY 2021 Fourth Quarter Financial Report.

**Action:** Ms. Thomas moved to approve the July 22, 2021 BOD meeting topics as selected by the BOC, seconded by Ms. Duvall. Ms. Evans asked if there were any objections. Hearing none, the amended List of Topics was approved unanimously.

**(f) Discuss Agenda Topics – July 29, 2021 Board of Directors Special Work Session - Budget**

The BOC discussed possible agenda topics for a Board of Directors Special Work Session on the FY 2023 Budget on July 29, 2021. Suggested topics included the cap and assessment; conceptual parameters in line with values and strategic priorities; trade-offs; and discretionary income and how it is allocated. The BOC asked that the Tot Lot Policy also be included on the agenda.

**6. Administrative Items** – No items were discussed.

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

**8. Adjournment:** The meeting adjourned at 9:43 p.m.

Respectfully Submitted,

Janet F. Loughran  
Chief Staff Liaison