



May 7, 2021

To: Columbia Association Board of Directors
CA Management

The Organizational Meeting of the Board of Directors will be held virtually on Thursday, May 13, 2021 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) Roll Call to determine Directors in attendance
 - (c) Announce that both audio and video of the meeting are being broadcast. Anyone using the link to the meeting on CA's website will be able to see and hear the proceedings.
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 2022
8. Discussion on Board Operations in FY 2022
9. Adjournment

Next Scheduled Board of Directors Meeting

Thursday, May 27, 2021 – 7:00 p.m.



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

Held: May 13, 2021

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 13, 2021 until the election of his/her successor at the Board organizational meeting to be held on May 12, 2022 and

FURTHER RESOLVED that _____ is elected as Vice Chair of the Board of Directors of Columbia Association, Inc. for the period from May 13, 2021 until the election of his/her successor at the Board organizational meeting to be held on May 12, 2022.



APPOINTMENTS OF DIRECTORS TO BOARD COMMITTEES - Worksheet

	<u>FY 21</u>	<u>FY 22</u>
<u>Audit Committee</u>		
Members	Dick Boulton Renee DuBois Janet Evans	_____ _____ _____
Community Expert	James Young	James Young
Community Expert	Timothy Redmond	Timothy Redmond
President/CEO**	Milton W. Matthews	Lakey Boyd
Chief Staff Liaison**	Jackie Tuma	Jackie Tuma
<u>Risk Management Committee</u>		
Chair	Susan Krabbe	Susan Krabbe
President/CEO	Milton W. Matthews	Lakey Boyd
Member	Jessamine Duvall	_____
Member	Lin Eagan	_____
Member	Nancy McCord	_____
Resident Expert	Richard Shaw	Richard Shaw
Secretary**	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	Lakey Boyd
Chief Staff Liaison**	Janet Loughran	Janet Loughran
Board Members* 1 & 2		_____
<u>Tuesday</u> , June 1, 2021		_____
Board Members* 3 & 4		_____
Monday, August 30, 2021		_____
Board Members* 5 & 6		_____
Monday, November 29, 2021		_____
Board Members* 7 & 8		_____
Monday, February 28, 2022		_____
<u>Board Member Liaisons to Advisory Committees</u>		
Aquatics Advisory Committee	Nancy McCord	_____
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	Alan Klein	_____
Millennial Advisory Committee	Shari Zaret	_____
Senior Advisory Committee	Renee DuBois	_____
Teen and Middle School Advisory Committee	Jessamine Duvall	_____
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 13, 2021

**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 13, 2021 until their
successor(s) is/are selected by Columbia Association's Board of Directors.



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

Held: May 13, 2021

RESOLUTION

BE IT RESOLVED, that Columbia Association, Inc. (the Corporation) Board of Directors hereby removes Milton W. Matthews as President/CEO of the Corporation effective April 30, 2021.

BE IT FURTHER RESOLVED, that the Board of Directors hereby appoints Lakey Boyd as President/CEO of the Corporation effective May 3, 2021.

BE IT FURTHER RESOLVED, that the Board of Directors hereby reappoints the following slate of Officers of the Corporation effective May 13, 2021:

Susan Krabbe, Vice President and Secretary
Mary Lynn Schwartz, Treasurer
Don Van Deusen, Assistant Secretary

APPROVED _____



DATE: May 7, 2021
TO: Columbia Association Board of Directors
FROM: Andrew C. Stack, Chair, FY 2021 Board of Directors
SUBJECT: Draft Schedule of CA Board Work Sessions and Meetings for FY 2022

Following is the draft schedule of dates for Columbia Association’s Board of Directors work sessions and meetings in FY 2022.

- Thursday, May 13, 2021 (Organizational Meetings)
- Thursday, May 27, 2021 (Board Meeting)

- Thursday, June 10, 2021 (Board Work Session)
- Thursday, June 24, 2021 (Board Meeting)

- Thursday, July 8, 2021 (Board Work Session)
- Thursday, July 15, 2021 (Work Session – Annual Reports from Advisory Committees)
- Thursday, July 22, 2021 (Board Meeting)

- Thursday, September 9, 2021 (Board Work Session)
- Thursday, September 23, 2021 (Board Meeting)

- Thursday, October 14, 2021 (Board Work Session)
- Thursday, October 21, 2021 (Board Work Session – Budget, if necessary)
- Thursday, October 28, 2021 (Board Meeting)

- Thursday, November 11, 2021 (Board Meeting)

- Thursday, December 9, 2021 (Board Meeting)

- Thursday, January 13, 2022 (Board Work Session)
- Thursday, January 20, 2022 (Board Work Session – Budget, if necessary)
- Thursday, January 27, 2022 (Board Meeting)

- Thursday, February 10, 2022 (Board Work Session)
- Thursday, February 24, 2022 (Board Meeting)

- Thursday, March 10, 2022 (Board Work Session)
- Thursday, March 24, 2022 (Board Meeting)

- Thursday, April 14, 2022 (Board Work Session)
- Thursday, April 28, 2022 (Board Meeting)

Work sessions and meetings will begin at 7PM and are anticipated to end by 10PM.

Conducting Open Board Sessions in FY-2021

Board work sessions:

- Chair presided at all open Board work sessions. In the absence of the Chair, the Vice-Chair presided.
- Work sessions were lived streamed on the Internet and available on CA's YouTube channel.
- Work sessions were virtual using Google Meet. The Chat feature was used to recognize Board and staff members for questions/discussions.
- Work sessions were held on the 2th Thursday of each month except for August. Work sessions began at 7 PM.
- Work sessions were for discussion purposes only, no formal voting was done.
- Work sessions had an agenda.
- Agenda items had time limits. A Board member was assigned to track time and inform the Board if time for an item had expired.
- Agenda and any available background information were placed on the CA Board's web page six days before the meeting.
- Time for residents to speak to the Board was available at each Work session. Residents needed to pre-register and were limited to 3 minutes.
- Roll call of Directors in attendance was taken.
- Each work session generally had time set aside for the Development Tracker and an Open Space/Capital Projects briefing.
- Each work session had time set aside for Chair's remarks and CA President/CEO remarks.
- Each work session had time set aside for new topics for a future. The Board had approved a form and process for addressing new topics for future agendas.

Board meetings:

- Chair presided at all open Board meetings. In the absence of the Chair, the Vice-Chair presided.
- Meetings were lived streamed on the Internet and available on CA's YouTube channel.
- Meetings were operated under Modified Robert's Rules of Order.
- Meetings were virtual using Google Meet. The Chat feature was used to recognize Board and staff members for questions/discussions.
- Meetings were held on the 4th Thursday of each month except for August (no meeting), November (2nd Thursday) and December (2nd Thursday). Meetings began at 7 PM.
- All formal voting was only done at meetings. Any item had to be discussed at least at one work session or meeting before an item could come up for a vote.
- Voting was done by roll call unless it was unanimous.

- Meetings had an agenda.
- Agenda items had time limits. A Board member was assigned to track time and inform the Board if time for an item had expired.
- Agenda and any available background information was placed on the CA Board's web page six days before the meeting.
- Time for residents to speak to the Board was available at each meeting. Residents needed to pre-register and were limited to 3 minutes.
- Roll call of Directors in attendance was taken.
- Each meeting had a Consent Agenda. Any item on the Consent Agenda was automatically approved once the agenda was approved. Items on the Consent Agenda could be moved to the regular agenda.
- Discussions could also occur at meetings
- Each meeting had time set aside for Chair's remarks and CA President/CEO Report.
- Each meeting had time set aside for new topics for a future. The Board had approved a form and process for addressing new topics for future agendas.
- Each meeting had Tracking Forms status.
- Each meeting had Talking Points item at the very end.