



August 24, 2021

**To:** Ginny Thomas  
Lakey Boyd  
Lin Eagan  
Shari Zaret

**From:** Janet Evans, Board Chair

**cc:** Columbia Association Board of Directors  
Susan Krabbe

**Subject:** Board Operations Committee Meeting – August 30 at 7:00 p.m.

### AGENDA

1. Call to Order 5 min.
  - a. Announce the procedures being used to conduct the meeting
  - b. Roll call to confirm Directors in attendance
  - c. Announce that the BOC meeting is being recorded, but not live-streamed.
2. Approval of Agenda 1 min.
3. Residents who wish to send comments to the Board Operations Committee are asked to send them to [Board.Members.FY22@ColumbiaAssociation.org](mailto:Board.Members.FY22@ColumbiaAssociation.org)
4. Approval of Minutes – **By Consent** June 3, 2021 1 min.
5. Discussion and Selection of Topics to be included in the agenda for the following Board of Directors Work Sessions and Meetings 60 min.
  - a. September 9, 2021 BOD Work Session
  - b. September 23, 2021 BOD Meeting
  - c. October 14, 2021 BOD Work Session
  - d. October 21, 2021 BOD Work Session – FY 2023 Draft Budget *(if needed)*
  - e. October 28, 2021 BOD Meeting
  - f. November 11, 2021 BOD Meeting
6. Administrative Items
7. Talking Points 2 min.
8. Adjournment – Approximately 8:30 p.m.

DRAFT MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
JUNE 3, 2021

To Be 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;”

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

49  
50 Discussion on the “President/CEO’s Goals and Objectives [for FY 2022]” was postponed until  
51 the June 24, 2021 BOD meeting.

52  
53 **Action:** Ms. Thomas moved to approve the June 10, 2021 BOD work session topics as selected  
54 by the BOC, seconded by Mr. Boulton. Ms. Evans asked if there were any objections. Hearing  
55 none, the amended List of Topics was approved unanimously.

56  
57 **(b) Review Proposed Topics – June 24, 2021 Board of Directors Meeting**

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

64  
65 The Board Votes section will have two topics – “Limits on Speaking Time for CA Board  
66 Members” and “CA Board of Directors Position Statement on the Howard County General  
67 Plan.”

68  
69 BOC members then reviewed the topics for discussion on June 24, 2021 and selected the  
70 following: “President/CEO FY 2022 Goals and Objectives;” “Board Priority Review;” and “New  
71 Town Charrette – Subcommittee Update.” The time allocation for each topic was also  
72 decided.

73  
74 The “Village Finances Cap” topic was moved to the July 8, 2021 work session agenda.

75  
76 **Action:** Ms. Thomas moved to approve the June 24, 2021 BOD meeting topics as selected by  
77 the BOC, seconded by Ms. Duvall. Ms. Evans asked if there were any objections. Hearing none,  
78 the amended List of Topics was approved unanimously.

79  
80 **(c) Review Proposed Topics – July 8, 2021 Board of Directors Work Session**

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

83  
84 The BOC selected the following topics for discussion: “Proposed Budget Schedule for FY  
85 2023;” “Presentation of Information - Participation of Women-, Minority-, and Disabled-  
86 Owned Businesses in CA’s Purchasing Process;” “Villages Financials Cap;” President/CEO  
87 FY 2022 Goals and Objectives;” and “Capital Projects and Open Space Update” (which was  
88 removed from “Questions Only”). The time allocation for each topic was also decided.

89  
90 **Action:** Ms. Thomas moved to approve the July 8, 2021 BOD work session topics as selected  
91 by the BOC, seconded by Ms. Duvall. Ms. Evans asked if there were any objections. Hearing  
92 none, the amended List of Topics was approved unanimously.

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

95 The BOC discussed the role of advisory committees and pertinent information to be presented  
96 at the work session. Ms. Boyd will propose a new format for the presentations, which will  
97 highlight the contributions of advisory committees to CA and identify ways in which CA’s  
98 Board can assist them.  
99

100 **Action:** Ms. Thomas moved to approve the July 15, 2021 BOD work session topics as  
101 discussed by the BOC, seconded by Ms. Duvall. Ms. Evans asked if there were any objections.  
102 Hearing none, the List of Topics was approved unanimously.  
103

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

105 The BOC reviewed the governance and standing topics list, and the “Questions Only”  
106 category.  
107

108 The Board Votes section will have three topics - “FY 2023 Budget Schedule,” “Villages’  
109 Financials Cap,” and “President/CEO FY 2022 Goals and Objectives.”  
110

111 The BOC selected the following topics for discussion: “Dashboard;” “Board Priorities;” and  
112 “Communications and Marketing Update.” The time allocation for each topic was also  
113 decided.  
114

115 The “Reports/Presentations” section will include the FY 2021 Audited Financials and the  
116 FY 2021 Fourth Quarter Financial Report.  
117

118 **Action:** Ms. Thomas moved to approve the July 22, 2021 BOD meeting topics as selected by  
119 the BOC, seconded by Ms. Duvall. Ms. Evans asked if there were any objections. Hearing none,  
120 the amended List of Topics was approved unanimously.  
121

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

123 The BOC discussed possible agenda topics for a Board of Directors Special Work Session on the  
124 FY 2023 Budget on July 29, 2021. Suggested topics included the cap and assessment;  
125 conceptual parameters in line with values and strategic priorities; trade-offs; and discretionary  
126 income and how it is allocated. The BOC asked that the Tot Lot Policy also be included on the  
127 agenda.  
128

129 **6. Administrative Items –** No items were discussed.  
130

131 **7. Talking Points:** The Talking Points were read by the Chief Staff Liaison.  
132

133 **8. Adjournment:** The meeting adjourned at 9:43 p.m.  
134

135 Respectfully Submitted,  
136

137 Janet F. Loughran  
138 Chief Staff Liaison

Topics for Inclusion on the Agenda  
for the **September 9, 2021**  
Board of Directors Work Session

The total amount of time allocated for work sessions is **180 minutes** (7:00-10:00 pm)

Governance Topics **Required** on the Agenda (including time allocations)

Call to Order	5 min.
Approval of the Agenda	1 min.
Resident Speakout	30 min. (“soft” allocation – can be longer)

Work Session Topics

Easement Request – Long Reach Village Center	20 min.
Signage Easement	(10 min.)
Easement Request – Farris Subdivision	(10 min.)

Questions Only

Most Recent Development Tracker	25 min.
Capital Projects and Open Space Updates	
Pre-Filed State Legislation	
Board Priority Review	
Chair’s Remarks	
President’s Remarks; Follow-up from BOD	

Proposed New Topics	<u>5 min.</u>
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Total time for Governance Topics	<b>85 minutes</b>
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Remaining time available for Potential Topics for Discussion	<b>95 minutes</b>
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Potential Topics for Discussion

(1) Presentation on Findings and Recommendations- Howard County Housing Opportunities Master Plan <u>(requested by the President/CEO)</u>	(45 min.)
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Topics for Inclusion on the Agenda  
for the **September 23, 2021**  
Board of Directors Meeting

The total amount of time allocated for meetings is **180 minutes** (7:00-10:00 pm)

Governance and Standing Topics **Required** on the Agenda *(including time allocations)*

Call to Order*	<b>5 min.</b>
Announcement of Closed/Special Meetings Held/To Be Held	<b>1 min.</b> (can last longer)
Approval of the Agenda*	<b>1 min.</b>
Resident Speakout*	<b>30 min.</b> (“soft” allocation – can last longer)
Consent Agenda (if needed)	<b>1 min.</b>
Approval of meeting minutes – July 22, 2021	

<u>Board Votes</u>	<b>10 min.</b>
Easement Request – Long Reach Village Center	
Signage	<i>(5 min.)</i>
Easement Request – Farris Subdivision	<i>(5 min.)</i>

<u>Board Discussion</u>	<b>60 min.</b>
Financial Reports and Updates	
FY 2022 1 <sup>st</sup> Quarter Financial Report	<i>(15 min.)</i>
FY 2022 1 <sup>st</sup> Quarter Financial Statements	<i>(15 min.)</i>
Dashboard	<i>(30 min.)</i>

<u>Questions Only</u>	<b>30 min.</b>
Chair’s Remarks	
President’s Report*	
Report from the CA Reps to the IAT BOD	
Pre-Filed State Legislation <i>(July – March/April)</i>	
Board Priority Review	
Tracking Forms	

Proposed New Topics	<b><u>5 min.</u></b>
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Total time for Governance and Standing Topics <i>(*Governance topics)</i>	<b>145 minutes</b>
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Remaining time available for Potential Topics for Discussion	<b>35 minutes</b>
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<u>Potential Topics for Discussion</u>	
(1) Update on Downtown Columbia Development By Greg Fitchitt <u><i>(requested by the President/CEO)</i></u>	<i>(30 min.)</i>

Topics for Inclusion on the Agenda  
for the **October 14, 2021**  
Board of Directors Work Session

The total amount of time allocated for work sessions is **180 minutes** (7:00-10:00 pm)

Governance and Standing Topics **Required** on the Agenda (including time allocations)

Call to Order	<b>5 min.</b>
Approval of the Agenda	<b>1 min.</b>
Resident Speakout	<b>30 min.</b> (“soft” allocation – can be longer)

Work Session Topics **75 min.**

<b>Possible</b> Easement Request – Wooden Guardrails (Columbia-Wide)	(15 min.)
<b>Possible</b> Easement Request – Lornwood Daycare Parking and Access	(15 min.)
<b>Possible</b> – Overview of Villages, including FY 2021 Financial Results	(45 min.)

Questions Only **25 min.**

Most Recent Development Tracker  
Capital Projects and Open Space Updates  
Pre-Filed State Legislation  
Board Priority Review  
Chair’s Remarks  
President’s Remarks; Follow-up from BOD

Proposed New Topics **5 min.**

Total time for Governance Topics **140 minutes**

Remaining time available for  
Potential Topics for Discussion **40 minutes**

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Potential Topics for Discussion

(1) Review of Summer 2021 Outdoor Pool Season (30 min.)

Topics for Inclusion on the Agenda  
for the **October 21, 2021**  
Board of Directors Budget Work Session

The total amount of time allocated for work sessions is **180 minutes** (7:00-10:00 pm)

Governance Topics **Required** on the Agenda *(including time allocations)*

Call to Order	<b>5 min.</b>
Approval of the Agenda	<b>1 min.</b>
Resident Speakout	<b>30 min.</b> (“soft” allocation – can be longer)
Work Session Topic	
Proposed New Topics	<b><u>5 min.</u></b>
Total time for Governance Topics	<b>XX minutes</b>



Topics for Inclusion on the Agenda  
for the **October 28, 2021**  
Board of Directors Meeting

The total amount of time allocated for meetings is **180 minutes** (7:00-10:00 pm)

Governance and Standing Topics **Required** on the Agenda *(including time allocations)*

Call to Order*	<b>5 min.</b>
Announcement of Closed/Special Meetings Held/To Be Held	<b>1 min.</b> (can last longer)
Approval of the Agenda*	<b>1 min.</b>
Resident Speakout*	<b>30 min.</b> (“soft” allocation – can last longer)
Consent Agenda (if needed)	<b>1 min.</b>
Approval of meeting minutes – September 23, 2021	

<u>Board Votes</u>	<b>10 min.</b>
<b>Possible</b> Easement Request – Wooden Guardrails	<i>(5 min.)</i>
<b>Possible</b> Easement Request – Lornwood Daycare Parking and Access	<i>(5 min.)</i>

<u>Board Discussion</u>	
First Discussion of Options – FY 2023 Budget	<b>90 min.</b>

<u>Questions Only</u>	<b>30 min.</b>
Chair’s Remarks	
President’s Report*	
Report from the CA Reps to the IAT BOD	
Pre-Filed State Legislation <i>(July – March/April)</i>	
Tracking Forms	

Proposed New Topics	<u><b>5 min.</b></u>
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Total time for Governance and Standing Topics <i>(*Governance topics)</i>	<b>180 minutes</b>
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Remaining time available for Potential Topics for Discussion	<b>0 minutes</b>
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Potential Topics for Discussion

Topics for Inclusion on the Agenda  
for the **November 11, 2021**  
Board of Directors Meeting

The total amount of time allocated for meetings is **180 minutes** (7:00-10:00 pm)

Governance and Standing Topics **Required** on the Agenda *(including time allocations)*

Call to Order*	<b>5 min.</b>
Announcement of Closed/Special Meetings Held/To Be Held	<b>1 min.</b> (can last longer)
Approval of the Agenda*	<b>1 min.</b>
Resident Speakout*	<b>30 min.</b> (“soft” allocation-can last longer)
Consent Agenda (if needed)	<b>1 min.</b>
Board Votes	XX min.
<u>Board Discussion</u>	<b>75 min.</b>
<b>Possible</b> Easement Request –	
Wooden Guardrails (Columbia-Wide)	<i>(15 min.)</i>
FY 2023 Budget	<i>(60 min.)</i>
<u>Questions Only</u>	<b>30 min.</b>
Most Recent Development Tracker	
Capital Projects and Open Space Updates	
Chair’s Remarks	
Report from the CA Reps to the IAT BOD	
Pre-Filed State Legislation <i>(July – March/April)</i>	
Board Priority Review	
Tracking Forms	
Proposed New Topics	<u><b>5 min.</b></u>
Total time for Governance and Standing Topics <i>(*Governance topics)</i>	<b>150 minutes</b>

Remaining time available for Potential  
Topics for Discussion **30 minutes**

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Potential Topics for Discussion