

DRAFT MINUTES
BOARD OPERATIONS COMMITTEE MEETING
AUGUST 30, 2021

To Be Approved November 29, 2021

A virtual meeting of the Board Operations Committee (BOC) was held on Monday, August 30, 2021. Voting members of the BOC participating in the meeting were Janet Evans, Virginia Thomas, Lakey Boyd, Lin Eagan, and Shari Zaret. Also present were CA Board members Dick Boulton 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 7:00 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

Ms. Thomas moved to approve the agenda, seconded by Ms. Eagan. Hearing no objections, the topic 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 – June 3, 2021

The minutes of the June 3, 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 – September 9, 2021 Board of Directors Work Session

BOC members discussed the governance and standing topics listed, followed by the potential topics for discussion. The “Presentation on Findings and Recommendations-Howard County Housing Opportunities Master Plan” was approved for inclusion on the agenda, with a time allocation of 45 minutes. A link to the master plan will be included as part of the supporting document for this topic.

BOC members discussed other potential topics for discussion. It added “Discussion of Howard County General Plan Sessions To-Date” to the agenda, with a time allocation of 50 minutes. Messrs. Stack and Boulton will collaborate on the supporting document, which will include specific topics to help focus the conversation. The two remaining topics, approval of the FY 2022 charges for advisory committees and a correction of the emergency cash policy from a two-thirds to a simple majority vote, will be added to the September 23 BOD meeting agenda.

Action: Ms. Thomas moved to approve the September 9, 2021 BOD work session topics as selected by the BOC, seconded by Ms. Zaret. Ms. Evans asked if there were any objections. Hearing none, the amended List of Topics was approved unanimously.

47 **(b) Review Proposed Topics – September 23, 2021 Board of Directors Meeting**

48 The BOC discussed the governance and standing topics listed, and noted the addition of
49 “FY 2022 Charges for Advisory Committees” and “Correction of Emergency Cash Reserve
50 Policy from Two-Thirds to Simple-Majority Vote” to the Consent Agenda. The time allocation
51 for the “Questions Only” section was reduced to 20 minutes from 30 minutes.
52

53 BOC members reviewed the potential topics for discussion. Ms. Boyd removed the update on
54 Downtown Columbia Development from consideration, as the proposed speaker was not
55 available on September 23. The BOC added “Howard County General Plan – Comparison and
56 Contrast with CA Board Position” to the agenda, with a time allocation of 45 minutes. CA staff
57 will prepare the supporting document, which will include staff’s recommendations for
58 opportunities to move forward.
59

60 **Action:** Ms. Thomas moved to approve the June 24, 2021 BOD meeting topics as selected by
61 the BOC, seconded by Ms. Zaret. Ms. Evans asked if there were any objections. Hearing none,
62 the amended List of Topics was approved unanimously.
63

64 **(c) Review Proposed Topics – October 14, 2021 Board of Directors Work Session**

65 The BOC reviewed the governance and standing topics list, and reduced the “soft” time
66 allocation for Resident Speakout to 20 minutes from 30 minutes.
67

68 BOC members reviewed the potential topics for discussion and added “Review of
69 Summer 2021 Outdoor Pool Season” to the agenda, with a time allocation of 30 minutes. It
70 also added “Update on Columbia Conversation – Let’s Talk,” with a time allocation of 15
71 minutes. BOC members requested that the supporting document for the 2021 Outdoor Pool
72 Season topic include data showing usage of outdoor pools on “free entrance” days.
73

74 **Action:** Ms. Thomas moved to approve the October 14, 2021 BOD work session topics as
75 selected by the BOC, seconded by Ms. Eagan. Ms. Evans asked if there were any objections.
76 Hearing none, the amended List of Topics was approved unanimously.
77

78 **(c) Review Proposed Topics – October 21, 2021 Board of Directors Budget Work Session, if
79 necessary**

80 Ms. Boyd informed the BOC that information on the proposed three options for the FY 2023
81 budget will not be available on October 21, 2021. Since the budget work session was listed as
82 “if necessary,” the proposed budget work session will not be held.
83

84 **(d) Review Proposed Topics – October 28, 2021 Board of Directors Meeting**

85 The BOC reviewed the governance and standing topics list, as well as the suggestion that the
86 discussion solely on the three options for the FY 2023 budget.
87

88 **Action:** Ms. Thomas moved to approve the October 14, 2021 BOD work session topics as
89 presented, seconded by Ms. Eagan. Ms. Evans asked if there were any objections. Hearing
90 none, the List of Topics was approved unanimously.
91
92

93 **(e) Review Proposed Topics – November 11, 2021 Board of Directors Meeting**

94 The BOC reviewed the governance and standing topics list.

95

96 The BOC selected “Update on the President/CEO Goals and Objectives” as a discussion topic,
97 with a time allocation of 30 minutes.

98

99 **Action:** Ms. Thomas moved to approve the November 11, 2021 BOD meeting topics as
100 selected by the BOC, seconded by Ms. Zaret. Ms. Evans asked if there were any objections.
101 Hearing none, the amended List of Topics was approved unanimously.

102

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

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

109

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

111

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

113

114 **8. Adjournment:** The meeting adjourned at 8:29 p.m.

115

116 Respectfully Submitted,

117

118 Janet F. Loughran

119 Chief Staff Liaison