

DRAFT MINUTES  
BOARD OPERATIONS COMMITTEE MEETING  
HELD: February 1, 2016

To be approved: February 29, 2016

The regular meeting of the Board Operations Committee was held on Monday, February 1, 2016 at 7:30 p.m. at the Columbia Association Building. Present were BOC members Andrew Stack, Reginald Avery, and Milton W. Matthews. Board Members Alan Klein, who represented the External Relations Committee, and Nancy McCord were also present. Jeanne Ketley participated by teleconference and represented the Planning and Strategy Committee. Also present were Chief Staff Liaisons Susan Krabbe, Norma Heim, and Janet Loughran; and General Counsel Sheri Fanaroff.

1. **Call to Order:** The meeting was called to order at 7:33 p.m. by the Chairman, Andrew Stack.

2. **Announcement of Closed/Special Meetings Held/To Be Held:** None

3. **Approval of Agenda:** **February 1, 2016**

Mr. Avery moved to approve the agenda, Mr. Klein seconded the motion.

**Action:** The BOC voted unanimously to approve the agenda.

4. **Resident Speakout:**

Joel Hurwitz, Harper Choice, spoke about conflict of interests.

5. **Approval of Minutes:** **January 4, 2016**

Mr. Avery moved to approve the minutes of the January 4, 2015 BOC meeting. Ms. Ketley seconded the motion. The minutes were approved by a vote of 1-0-3.

For: Mr. Stack

Against: – 0 –

Abstain: Messrs. Avery and Klein and Ms. Ketley

6. **Administrative items:**

**(a) Planning for the President/CEO Annual Review and Compensation Decision**

The BOC reviewed the FY-2016 CA President/CEO's Evaluation form. The language in part I will be changed from requiring comments for ratings 1 and 3 to emphasizing the importance of comments and suggesting they be provided. Part II will be changed to evaluate the President/CEO on his handling of CA's strategic plan.

7. **Tracking Forms:** The tracking forms were reviewed.

8. **Finalize Proposed Agendas for Upcoming Board of Directors Meetings:**

The BOC reviewed the proposed agendas for the February 11, 2016 and February 25, 2016 Board of Directors meetings.

**Action:** Mr. Avery moved to approve the amended agenda for February 11, 2016. Mr. Klein seconded the motion, which passed unanimously.

**Action:** Mr. Avery moved to approve the amended agenda for February 25, 2016. Mr. Klein seconded the motion, which passed unanimously.

49       **9. Possible Topics for Future Board Discussions** – There were no topics for future discussion at  
50           open meetings.

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52       **10. Talking Points:** The Talking Points were read by Recording Secretary Fenise Dunson

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54       **11. Adjournment:** The meeting adjourned at 8:22 p.m.

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56       Respectfully submitted,

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58       Fenise Dunson

59       Recording Secretary



Date: February 25, 2016  
To: Columbia Association Board of Directors  
From: Milton W. Matthews, President/CEO  
Subject: Community Engagement

### Introduction

The CA Board of Directors has requested staff provide methods for how community members may connect with CA, contact CA leadership and provide their input. The following is a summary of current measures in place and options that are in development or which can be made available.

### Currently Available

**CA Social Media:** CA maintains Facebook, Twitter, Instagram, YouTube and Pinterest (with 9 different boards) with which community members may choose to interact with and follow. CA also maintains separate Facebook and Twitter accounts for Haven on the Lake.

**Columbia Pathway App:** This app has a "Contact Us" feature that allows the user to send information to Open Space about any broken tot lot equipment, or pathway in need of repair by taking a picture, pinging an area on the map and emailing it to the Open Space email address.

**"Contact Us" Link on CA's Website:** goes to a page which lists separately CA's president, the CA senior leadership team, board members, and villages with phone numbers and email addresses for each.

**Member Surveys:** CMSC administers a new member survey 30 days after a membership has been purchased. Sport & Fitness makes **comment cards** available at facilities; these comment cards are directed to the appropriate manager.

### In Development

**ColumbiaAssociation.org:** This new website which will launch in spring will include, in addition to the "Contact Us" links mentioned above, a portal listing information specific to Columbia Residents including ways that residents may use to connect with CA (for example, Resident Speakout, volunteering for advisory committee meetings, Excite Columbia, etc.) as well as different types of information and publications that are available. We will also provide a **link to and description of Howard County Government's site** which seeks community input for various plans and initiatives.

### **Customer Experience Platform**

CA is reviewing Customer Experience platforms whereby those who check into CA facilities would receive a prompt to provide feedback on their experience.

### Options Going Forward

#### **Chairman's Blog**

The current chairman (working with CA's public relations specialist) will post blog content using "talking points" from board meetings as discussion topics.

- This will be done similarly to how the Board member letter has been handled in *CA Monthly* this year.
- When launched and when new postings are made, the blog would be promoted on CA's social media and in publications.

#### **Episodic Involvement**

Virtual & Physical Town Hall Meetings in Villages

(Example: 3 villages scheduled each calendar year)

These could include:

- Staff monitoring social media; comments shared on projected screen
- Real-time polls (apps) which tie into discussion; results shown on screen at event
- Panel discussions (CA board members, senior leadership team, village managers)
- Post-event write-up in *CA Monthly*, posted on website

#### **Create Position of Community Engagement Coordinator at HCC**

Paid internship for one year on an ongoing basis; prospective interns interviewed, selected by HCC director of student life

- Attends one board meeting each month
- Leverage Student Programming Committee to spread info to special interest clubs around HCC
- Makes connections with HCC social science professors to integrate CA leadership as subject matter experts, provide topical subjects for student projects
- Advertise events in HCC communications, partner communications

#### **"The Next 50" Survey**

Administer a survey sent with the June 2017 Annual Report and assessments mailing inviting community members to rate CA's programs and services and provide input for the coming years. A follow-up survey would be re-administered every 5 years.

(Community-wide surveys have been administered on an irregular basis. A communications-specific survey was conducted by Mason Dixon in late 2012. Another survey was done in 2014 in conjunction with Leadership Howard County for the Comprehensive Plan for Serving Older Adults.)



**DATE:** February 22, 2016

**TO:** Members of the Board Operations Committee

**FROM:** Janet F. Loughran, Chief Staff Liaison

**RE:** End-of-Year Reports from Board Committees

In the past, an End-of-Year Report from each of the Board committees has been drafted by the end of March and discussed at Board meetings in April. The Chief Staff Liaisons have drafted the report for review by the committee chair prior to discussing the report with the committee at the first Board meeting in April.

The Reports list (i) major tasks accomplished during the fiscal year, (ii) standing agenda items and (iii) agenda items initiated during the fiscal year but not yet accomplished/completed. An example report from FY 2015 follows this memorandum.

Although the rules for the operating committees may be suspended for March 2016 and April 2016, it is suggested that End-of-Year Reports for FY 16 be prepared. The reports will be discussed at the April 14, 2016 Board Work Session and then filed.



## **Board Operations Committee Annual Report – FY 2015**

The FY 2015 Board Operation Committee was composed of Nancy McCord (External Relations), Gregg Schwind (Planning and Strategy), Alan Klein (Strategic Implementation), and Milton W. Matthews (President). Andrew Stack chaired the Committee for the first six months of the year and Russ Swatek chaired the Committee for the second six months of the year.

### **Accomplishments**

- ✓ Developed Board meeting Agendas each month.
- ✓ Approved the FY 2016 BOD Orientation, Organization, and Training Calendar.
- ✓ Oversight of the development of the President's goals for FY 2015.
- ✓ Oversight of the President's Annual Evaluation Process.
- ✓ Proposed Guidelines for Closing Meetings (subsequently approved by the BOD).
- ✓ Proposed Administrative Amendments to CA's Charter & By-Laws (subsequently approved by the BOD).
- ✓ Proposed Amendments to the Special Rules of Order & Policy regarding Resident Speakout (subsequently approved by the BOD).
- ✓ Mandated use of CA-issued email addresses for all Board Members.

### **Standing Agenda Items & Agenda Items**

#### **Initiated in FY 2015 but not yet fully addressed**

- ✓ Develop Board meeting Agendas each month.
- ✓ Oversight of development of President's FY 2016 Goals.
- ✓ Oversight of process for both the six-month and Annual Review of the President's performance.
- ✓ Recommend which Minutes from the Board/Committee closed meetings be approved by the Board of Directors for public release.
- ✓ Review of the Board Committee meeting structure.
- ✓ Discuss Reactivating the Columbia Council.

**FY 16 Tracking Log  
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC (from FY 15 End-of-Year Report)		Create Schedule for Board Visits to Advisory Committees in FY 2016	Ongoing On the agenda 9/24/2015			Schedule and committee list was shared with BOD 6/30/2015 Revised on 9/1/15 committee list and schedule shared on 9/1/15 Committee sign up sheet and meeting dates/times will be posted for BOD meeting on 9/24/15		
ERC (from FY 15 End-of-Year Report)	6/1/2015	Plan and Host Stakeholders Dinners	First Discussed on 6/25/2015 To be discussed on 7/23/2015 On the agenda 9/24/2015			Documents posted for BOD meeting on 9/24/2015	ERC recommended that the Board hold a stakeholder dinner with the 1) Chamber of Commerce, 2) state delegation and county elected officials, 3) Howard County Citizen Association (HCCA) and League of Women Voters (LWV) board of directors, and 4) village board chairs and managers. Stakeholder dinner is scheduled for Monday November 23, 2015 at Historic Oakland. 9/24/2015	Board voted and approved Stakeholder dinners as proposed (10/8/15) A stakeholder dinner was held on November 23, 2015 at Oakland Manor; well attended by Howard County Council and State Delegates

**FY 16 Tracking Log  
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC (from FY 15 End-of-Year Report)		Determination of Carillon Bells	A process is underway to hire a consultant to assist in moving forward -Aug 2015					Board made the decision to take it out of the FY17 budget 11/17/2015
ERC		Continue to build strategic partnership relationships with Howard County Schools, Festival of the Arts, and Columbia 50th Birthday Celebration, Inc.	Ongoing					
ERC		Continue to build relationships with stakeholders in the community	Ongoing					
ERC	6/25/2015	Snowden River Development	Discussed 6/25/2015 On the agenda for 7/23/2015				The Board directed staff to consult a land use attorney to help craft testimony to present to the Planning Board in opposition to direct access to and from Snowden River Parkway for a proposed gas station. 7/23/15	Milton presenting at HoCo Planning Board Public Hearing on 9/17/2015



**FY 16 Tracking Log  
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC	6/25/2015	Sound Issue at Merriweather	6/25/2015 Postponed till 7/23/2015			This was suppose to be discussed on by the board on 7/23/2015 but it was already handled by the Howard County Executives		Completed. No action was required because the Howard County Executive sent a letter to the Howard County Citizens association.
ERC	6/29/2015	Policy for sponsorships	To be discussed on 9/10/2015 On the agenda for 9/24/2015			Policy posted for board meeting on 9/24/2015	ERC recommended that the board accept a revised version of the CA Sponsorship Policy 9/24/2015 Scheduled for vote on 10/22/15) The Board approved the revised version of the CA Sponsorship policy. (10/22/2015)	

**FY 16 Tracking Log  
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC	12/11/2015	Presentation by Sister City Planning Committee re: New Sister City Relationship with Cap-Haitian, Haiti	12/10/2015				The ERC voted to recommend it to the full Board.	
ERC	1/28/2016	Stormwater Utility Watershed Protection Fee	1/28/2016			2/4/2016	The ERC voted to recommend to the Board that they oppose the repeal of the Stormwater Utility Fee 1/28/2016	Board voted to submit testimony opposing the repeal of the Stormwater Utility Fee 2/11/16

**Tracking Form - FY16  
Planning and Strategy Committee**

	Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of Committee	Board Action
1	Staff		Membership Rate & Fee Structure: Based on the consultant study and management's input/recommendations, review and make recommendations on CA's rates and fees	Consultant presentation 5/28/2015; 2nd consultant presentation 9/10/15; Mgmt status update 12/10/15.		Anticipated March 2016 presentation to the Board: finalized membership (package) names; recommended prices, policies & procedures; transition plan			
2	Staff	7/31/2015	Strategic Plan: Review Annual Progress Report	FY 15 Progress Report sent to Board 7/31/15; Follow-up discussion 11/12/15.			11/12/2015	Reactivate the Board's Strategy Making Process in early 2016 - see item 3	
3	BOC	1/4/2016	Reactivate the Board's Strategy Making Process / Develop Board Work Plan for Calendar Year 2016	1/14/16 idea generation; 2/25/16 anticipated prioritization of FY17 items.					
4	Staff		Review and recommend board approval of the FY 17/18 budget process & schedule.	6/25/2015	6/25/2015		6/25/2015	Approve	Approved
5	Staff		Capital and Operating Parameters: Review and make recommendation on FY 17/18 Capital and Operating Parameters.	7/9/2015	7/23/2015		7/9/2015	Approve	Approved
6	Staff		Annual Charge Rate and Cap: Review and make recommendation on FY 17/18 annual charge rate and cap	7/9/2015	7/23/2015		7/9/2015	Approve	Approved

**Tracking Form - FY16  
Planning and Strategy Committee**

	Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of Committee	Board Action
7	Board		Conduct the FY 17-18 budget process and make recommendation to Board.	Anticipated 9/15 - 2/16		Pre-Budget Public Input 9/3/15; PSC work sessions 10/8/15, 10/15/15	10/22/2015	Recommended approval of new capital and operating initiatives	Approved
8	Board		Employee Benefits: Based on the consultant study and management's input / recommendations, make recommendations regarding CA's employee benefits	Included in FY17 proposed operating initiatives					
9	Staff		New Town Zoning: Ensure that CA is a key stakeholder in the county's New Town zoning update and that any proposed changes are in alignment with CA's "Guiding Principles for the 21st Century Planned Community of Columbia, MD"	Staff keeping in contact with county. No county process announced at this time.					
10	Staff		Host presentation by staff on village community association and CA roles and financial overview.	Anticipated 2/25/16					

**Tracking Form  
Strategic Implementation Committee FY16**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC		Update - Key Performance Indicators Dashboard			ongoing		to be included in the President's Report for the fiscal year quarters (June, September, December, March)	
SIC		Monitor Watershed Program			ongoing			Provided in November, 2014. Will update as a report and the Board can decide if they need it on an agenda
SIC		Monitor Lake Water Quality			ongoing			Provided in January, 2015. Will update as a report and the Board can decide if they need it on an agenda
SIC		Monitor CA's Comprehensive Sustainability Plan efforts			ongoing			Reporting quarterly in the dashboard - April, June, September, December, 2015
SIC		Friends of Bridge Columbia to present their responses to County report	3/24/2016					

**Tracking Form  
Strategic Implementation Committee FY16**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC	2/26/2015	Howard County Easement Request - 100 year flood plain drainage and utility easement. Village of Kings Contrivance.	2/26/2015		Staff sent revised request to Howard County. No response to date from Howard County			
SIC	5/28/2015	New Headquarters - Transfer of Funds	5/28/2015			5/28/2015	recommended	approved
SIC	5/28/2015	FY 15 and FY 16 Category II Equipment Purchase Changes	5/28/2015			5/28/2015	recommended	approved
SIC	6/29/2015	Update on the Long-Term Lake Management Plan and Funding Discussion for Wilde Lake	7/23/2015			7/23/2015	recommended	approved
SIC	6/29/2015	Swim Center Architectural/Engineering Capital Funding Request	7/23/2015			7/23/2015	recommended	approved
SIC	9/24/2015	Howard County Easement Request - Kings Contrivance - Open Space Lot 282	9/24/2015			10/8/2015	recommended	approved
SIC	9/24/2015	Howard County Easement Request - Kings Contrivance - Open Space Lot 284	9/24/2015			10/8/2015	recommended	approved
SIC	10/8/2015	Update on Dannon Garth Pond	10/22/2015			removed from agenda		
SIC	11/12/2015	Update on the Swim Center	11/12/2015			11/12/2015	recommended	approved
SIC	1/14/2016	Land Swap - Columbia Association and HRD - Tennis Facility	1/14/2016			1/28/2016	recommended	approved
SIC	1/28/2016	Easement Agreements related to the Crescent Property	1/28/2016			2/11/2016	recommended	approved

**FY 16 Tracking Form  
Board Operations Committee  
February 22, 2016**

	A	B	C	D	E	F	G	H	I
1	Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
2	BOC	2/2/2015	Reactivating the Columbia Council	President/CEO to offer suggestions for other opportunities for public input. On the agenda for the 2-29-16 BOC mtg.					
3	BOC	3/2/2015	General Counsel to research best practices/policies related to Codes of Conduct and Ethics Policies of similarly situated non-stock corporations and make recommendations for proposed changes	Update provided by the General Counsel on 6/1/15. Discussed on 8/31/15. Tabled on 9/28/15. Discussed on 11/2/15. BOD members to provide comments to General Counsel who will compile them and send to the BOD for discussion.			On the agenda for the 1-28-16 BOD meeting		BOD will not proceed with considering the proposed revisions to CA's current ethics policies.
4	BOC	3/30/2015	Discussion of Process for Possible Substantive Changes to CA's Charter and/or By-laws	Placed on the 11/30/15 BOC meeting agenda. BOC will not pursue further discussion due to a lack of a second on the motion to move this process forward.					

**FY 16 Tracking Form  
Board Operations Committee  
February 22, 2016**

	A	B	C	D	E	F	G	H	I
1	Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
5	BOC	4/23/2015	Review of the Board Committee meeting structure	Discussed at the 1/4/16 BOC meeting agenda. BOD to have a work session on 2-4-16.			On the agenda for the 2-25-16 BOD meeting.		
6	BOC	6/1/2015	Planning for the President/CEO Mid-Year Review	Placed on the 11/30/15 BOC meeting agenda.			BOC hosted closed meeting of the Board of Directors on 1-11-16.		
7	BOC	6/1/2015	Planning for the President/CEO Annual Review and Compensation Decision	Discussed at the 2/1/16 BOC meeting agenda. Form to be modified and sent to BOD members for completion.					
8	BOC	6/1/2015	Planning for the Proposed Goals and Objectives for the President/CEO for FY 17	To be discussed in June 2016.					
9	BOC	6/1/2015	Review General Counsel's recommendations re: Release of Closed Meeting minutes	March/April 2016					
10	BOC	6/1/2015	Election Process for Board Chair/Vice Chair	On the 6/29/15 meeting agenda. Discussed at the 8/31/15 BOC meeting.			Discussed at the 7/9/15 BOD meeting. Returned to BOC. Sent to BOD for approval on 9/24/15.		Approved on 9/24/15



**FY 16 Tracking Form  
Board Operations Committee  
February 22, 2016**

	A	B	C	D	E	F	G	H	I
1	Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
11	Dick Boulton	10/25/2015	Guidelines for CA Board Members Serving as Representatives on the Inner Arbor Trust Board of Directors	Placed on the 11/30/15 BOC meeting agenda. Tabled until the 1-4-16 BOC meeting.			Discussed at the 1-14-16 BOD Mtg. Guidelines to be revised and brought back to the BOD for discussion at a future meeting.		



**March 10, 2016 BOD Work Session Agenda**  
**Draft – As of 2-17-16**

March 4, 2016

To: Columbia Association Board of Directors  
Advisory Committee Chairpersons  
Village Board Chairs  
Village Managers  
Members of the Press  
CA Management

From: Andrew C. Stack, Board Chair

**The Columbia Association Board of Directors Work Session will be held on Thursday, March 10, 2016 at 7:30 p.m. at the Columbia Association Building, 6310 Hillside Court, Suite 100, Columbia, MD 21046.**

**AGENDA**

- |   |         |
|---|---------|
| 1. Call to Order (Announce Directors/Staff in Attendance)   | 1 min.  |
| 2. Approval of Agenda   | 1 min.  |
| 3. Resident Speakout<br><b><u>(Limited to the topics of the work session only,</u></b> per the “Policy on Conduct of Work Sessions of Board of Directors and Board Committees” adopted by the CA Board of Directors on August 28, 2008) |         |
| 4. Chairman’s Remarks   | 3 min.  |
| 5. President’s Remarks; Follow-Up Questions from the Board Members  | 10 min. |
| 6. Work Session Topics  |         |
| (a) New Membership Structure  | 45 min. |
| (b) Board Work Plan for Calendar Year 2016 – Develop Next Steps   | 45 min. |
| 7. Work Session Reports   | 20 min. |
| (a) FY 16 3 <sup>rd</sup> Quarter Financial Report  |         |
| (b) FY 16 3 <sup>rd</sup> Quarter Financial Statements  |         |
| 8. Adjournment – Anticipated Ending Time: Approximately 9:45 p.m.   |         |

**Next Board Meeting: March 24, 2016**

**ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.**

**CA Mission Statement**

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

**CA Vision Statement**

Making Columbia the community of choice today and for generations to come.



**March 24, 2016 BOD Meeting Agenda**  
**Draft – As of 2-23-16**

March 18, 2016

To: Columbia Association Board of Directors  
Advisory Committee Chairpersons  
Village Board Chairs  
Village Managers  
Members of the Press  
CA Management

From: Andrew C. Stack, Board Chair

**The Columbia Association Board of Directors Meeting will be held on Thursday, March 24, 2016 at 7:30 p.m. at the Columbia Association Building, 6310 Hillside Court, Suite 100, Columbia, MD 21046.**

**AGENDA**

- |  |                  |
|--|------------------|
| 1. Call to Order (Announce Directors/Staff in Attendance)  | <b>1 min.</b>    |
| 2. Announcement of Closed/Special Meetings Held/To Be Held   | <b>1 min.</b>    |
| 3. Approval of Agenda  | <b>1 min.</b>    |
| 4. Disclosure of Conflicts of Interest   | <b>1 min.</b>    |
| 5. Resident Speakout   |                  |
| 6. Approval of Minutes <b>February 25, 2016</b>  | <b>2 min.</b>    |
| 7. Chairman's Remarks  | <b>3 min.</b>    |
| 8. Reports Submitted   |                  |
| (a) President's Report – See written report – Follow-up questions from the BOD                                   | <b>15 min.</b>   |
| (b) Financial Reports – None   |                  |
| (c) Other Reports  |                  |
| 1. Report from the CA Representatives to the Inner Arbor Trust Board of Directors                                | <b>5 min.</b>    |
| 9. Board Action  |                  |
| (a) Consent Agenda   |                  |
| 1.   |                  |
| 2.   |                  |
| 3.   |                  |
| (b) Board Votes  |                  |
| 1. Appoint External Auditors for the FY 16 Annual Audits of CA's Financial Statements and Incentive Savings Plan | <i>(10 min.)</i> |
| 2. <i>Approval of New Membership Structure (pending discussion on March 10, 2016)</i>                            | <i>(10 min.)</i> |
| 3. <i>Approval of Board Work Plan for Calendar Year 2016 (pending discussion on March 10, 2016)</i>              | <i>(10 min.)</i> |
| 10. Tracking Forms   | <b>5 min.</b>    |
| (a) Tracking Form for Board Requests   |                  |
| (b) Tracking Form for Resident Requests  |                  |

11. Talking Points

**2 min.**

12. Adjournment – Anticipated Ending Time: Approximately 8:45 p.m.

**Next Board Work Session and Meeting:  
Thursday, April 14, 2016 – Work Session  
Thursday, April 28, 2016 - Meeting**

**ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY  
CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.**

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