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DRAFT MINUTES
BOARD OPERATIONS COMMITTEE MEETING
HELD JANUARY 4, 2016

To be Approved: February 1, 2016

7 The monthly meeting of the Board Operations Committee (BOC) was held on Monday,
8 January 4, 2016 at 7:30 p.m. at the Columbia Association Building. Present were BOC members
9 Andrew Stack, Dick Boulton, and Chao Wu. Board Members Alan Klein (who represented the
10 Strategic Implementation Committee until Janet Evans participated via teleconference) and
11 Nancy McCord were also present. Janet Evans participated via teleconference beginning at
12 7:40 p.m. and represented the Strategic Implementation Committee. Also present were
13 Governance Chief of Staff Jane Dembner and Chief Staff Liaisons Susan Krabbe, Norma Heim,
14 and Janet Loughran. General Counsel Sheri Fanaroff participated via teleconference. Jackie
15 Tuma, chief staff liaison to the Audit Committee, was present in the audience.

- 16
17 1. **Call to Order:** The meeting was called to order at 7:35 p.m. by the Chairman, Andrew
18 Stack.
19
20 2. **Announcement of Closed/Special Meetings Held/To Be Held:** None.
21
22 3. **Approval of the Agenda:** Mr. Boulton moved to approve the agenda; Mr. Wu seconded.
23 **Action:** The BOC voted unanimously to approve the agenda.
24
25 4. **Resident Speakout:**
26 Joel Hurwitz, Harper's Choice, spoke about release of closed meeting minutes, naming of
27 Symphony Woods and the Crescent, and inclusion of material in CA's proposed conflicts of
28 interest policies.
29
30 5. **Approval of the Minutes:** Mr. Wu moved to approve the minutes of the
31 November 30, 2015 meeting. Mr. Boulton seconded. The minutes were approved by a vote
32 of 3-0-1.
33 For: Messrs. Boulton, Stack, and Wu
34 Against: None
35 Abstaining: Mr. Klein

- 36
37 6. **Administrative Items:**
38 (a) **Process for Review of Board Committee Meeting Structure and Development of**
39 **2016 Board Work Plan**
40 Ms. Dembner reviewed the two components of the revival of the CA Board's strategy-
41 making process: (1) development of a "work plan" under the auspices of the Planning and
42 Strategy Committee which would focus on strategic priorities of the Board in calendar
43 year 2016 and be formulated within the context of CA's existing five year strategic plan
44 and (2) re-examination of the way in which the Board standing committees meet and how
45 the monthly Board meeting schedule might change to afford more time for monthly work
46 sessions of key topics and issues related to the organization and community. It was

47 suggested that Mr. Doug Eadie, who worked with CA in the past on governance issues,
48 be re-engaged to work with CA again.

49
50 Discussion focused on the two components. BOC members were in favor of developing a
51 work plan for CY 2016. However, there were varying opinions on the process for
52 proceeding with a review of the governance structure and whether an outside consultant
53 was needed to assist in that process.

54
55 **Action:** Mr. Stack suggested that development of a work plan for calendar year 2016 be
56 discussed by the Planning and Strategy Committee at the January 14, 2016 Board of
57 Directors meeting. Mr. Stack will work with Mr. Matthews to convene a work session of
58 the Board of Directors to discuss the review of the governance structure in greater detail.

59
60 **(b) Guidelines for CA Board Members Serving as Representatives on the Inner Arbor**
61 **Trust Board of Directors**

62 The BOC reviewed the two supporting documents. The first was a memo from CA's
63 General Counsel regarding the role of CA Board members who also serve as directors of
64 the Inner Arbor Trust (IAT). That memo provided guidance regarding balancing their
65 roles as directors of both corporations. The second was a document from CA Board
66 Member Richard Boulton which encouraged IAT to take into consideration CA's
67 positions regarding several issues.

68
69 Mr. Boulton moved his memo be forwarded to the CA Board of Directors as instructions
70 for CA Board members serving as representatives on the IAT board. There was no
71 second to the motion and discussion continued.

72
73 Mr. Stack suggested including the following statements in Mr. Boulton's document: (1) it
74 is the responsibility of the CA representatives to the IAT Board to clearly and
75 respectfully communicate CA's positions to the IAT Board, and (2) it is the responsibility
76 of the CA representatives to the IAT Board to report back to the CA Board.

77
78 **Action:** Mr. Boulton moved the BOC forward the guidelines on page 10 of the BOC
79 packet (Mr. Boulton's document) to the Board of Directors with the inclusion of
80 statements that it is the responsibility of CA's representatives to the IAT to communicate
81 to the IAT CA's positions clearly and respectfully, and it is their responsibility to report
82 back to the CA Board. Mr. Wu seconded the motion, which was unanimously approved.

83
84 After approval of the motion, there was discussion about the wording in the second
85 sentence in item 4 of Mr. Boulton's document. It was decided to change the wording
86 from "We continue to hold that position" to "We affirm that position." In response to a
87 separate but related discussion, staff will research the CA Board's previous discussion
88 and position on the Symphony Woods Park name.

89
90 **(c) Proposed Orientation and Organizational Schedule for FY 17**

91 The BOC reviewed the proposed schedule. It was noted that the CA President/CEO plans
92 to schedule an information session for potential candidates for the CA Board of Directors.

93 **Action:** Mr. Wu moved that the BOC send the Proposed Orientation and Organizational
94 Schedule for FY 17 to the Board for approval. Mr. Boulton seconded the motion, which
95 passed unanimously.
96

- 97 7. **Tracking Forms:** The BOC reviewed the tracking forms for the External Relations,
98 Planning and Strategy, Strategic Implementation, and Board Operations Committees.
99

100 External Relations Committee Tracking Form: Potential dates for the two remaining
101 stakeholders dinners will be available by January 28, 2016. The ruling on the Snowden River
102 Development has been appealed and CA will file and present testimony as before.
103

104 Planning and Strategy Committee Tracking Form: The development tracker is updated
105 monthly and posted on the CA website. It is also included in the monthly President's Report.
106 Staff will send the link to Mr. Wu.
107

- 108 8. **Finalize Proposed Agendas for upcoming Board of Directors Meetings:** The BOC
109 reviewed the proposed agendas for the January 14, 2016 and January 28, 2016 Board of
110 Directors meetings.

111 **Action:** Mr. Wu moved to approve the amended agenda for January 14, 2016. Mr. Boulton
112 seconded the motion, which passed unanimously.

113 **Action:** Mr. Boulton moved to approve the proposed agenda for January 28, 2016. Mr. Wu
114 seconded the motion, which passed unanimously.
115

- 116 9. **Possible Topics for Future Board Discussion:** The topic of researching and providing
117 reasons for two-year terms on the CA Board of Directors to the three villages that do not
118 have them will be added to the BOC tracking form.
119

- 120 10. **Talking Points:** The Talking Points were presented by Janet Loughran.
121

- 122 11. **Adjournment:** The meeting adjourned at 8:50 p.m.
123

124 Respectfully submitted,
125

126 Janet F. Loughran

127 Executive Assistant to the President/CEO

FY-2016 CA President/CEO's Evaluation

Name: _____

Date: _____

The CA Board of Directors has the responsibility to review and approve the CA President/CEO's goals/objectives each year (delegated to the BOC), and to evaluate the President/CEO's performance in light of those goals/objectives. The goals/objectives are directly related to CA's Five Year Strategic Plan. For FY-2016, the BOC adopted five goals/objectives for the President/CEO.

The President/CEO's Evaluation Form contains two parts. In Part I, you are asked to rate the President/CEO on how he did on each goal/objective as follows:

- 3 = Exceeded the goal
- 2 = Met the goal
- 1 = Partially met the goal

If you chose a rating of 2 (Met the goal), you do not need to provide written comments. Any other rating (1 or 3) requires comments on why you selected that rating. If you don't provide comments, the rating will default to 2 (Met the goal). The ratings will be used to determine the President/CEO's bonus. It is important that each Director carefully consider each goal/objective individually and fairly evaluate the President/CEO on that goal/objective and only on that goal/objective. In setting goals/objectives, the Board is telling the President/CEO that these are the items on which he will be evaluated. For each goal/objective, it is important (and fair) that your rating and comments apply only to that goal/objective.

In Part II, you are asked to provide comments to the President/CEO on certain factors affecting performance. This Part does not impact the President/CEO's bonus.

Please review and complete the President/CEO's Evaluation Form by April 6, 2016 and return it to the Chair of the Board. If you don't return the survey on time, the rating of the goals will default to 2 (Met the goal).

This is a CONFIDENTIAL process, as are all performance reviews. If you have any questions, please contact the Chair of the CA Board.

Part I: CA President/CEO's Objectives

Goal 1: Develop and have ready for the start of Fiscal Year 2017 (1 May 2016) a rolling Five-Year Capital Improvement Plan for CA's existing physical assets (**Goal #2 of CA's Strategic Plan**).

[Choose from: 3 (Exceeded)

2 (Met)

RATING: _____
1(Partially Met)]

Comments: (**Note: a score of 1 or 3 requires comments**)

Goal 2: Bring on line by February 2016, a new "user-friendly" and "community resource" focused website for CA (**Goal #4 of CA's Strategic Plan**).

[Choose from: 3 (Exceeded)

2 (Met)

RATING: _____
1(Partially Met)]

Comments: (**Note: a score of 1 or 3 requires comments**)

Goal 3: Continue to attend at least once a quarter the monthly meeting of the managers of the 10 village associations, and through 30 April 2016, attend at least one board meeting of each of the 10 village associations. Also through 30 April 2016, attend a meeting of each of CA's Advisory Committees (**Goal #3 and Goal #4 of CA's Strategic Plan**).

[Choose from: 3 (Exceeded)

2 (Met)

RATING: _____
1(Partially Met)]

Comments: (**Note: a score of 1 or 3 requires comments**)

Goal 4: By February 2016, introduce a new training program for Team Members at all levels of the organization and specific to the duties and responsibilities of individual positions, which will be the foundation for creating an exceptional customer service experience for all CA stakeholders (**Goal #1 of CA's Strategic Plan**).

[Choose from: 3 (Exceeded)

2 (Met)

RATING: _____
1(Partially Met)]

Comments: (**Note: a score of 1 or 3 requires comments**)

Goal 5: Work every day to perform at an exceptional level the evolving and varied duties and responsibilities of the position of the President/CEO for the Columbia Association (CA), with the intent, among other desires, for CA to continue as an “employer of choice” and grow in reputation as a respected and sought after community partner (**Goal #5 of CA’s Strategic Plan**).

[Choose from: 3 (Exceeded)

2 (Met)

RATING: _____
1 (Partially Met)]

Comments: (**Note: a score of 1 or 3 requires comments**)

Please add your ratings for the 5 goals:

Total Rating _____

Part II: CA President/CEO Performance Factors

Please provide comments regarding how well the President/CEO is handling the following:

1. Ensuring CA is meeting the goals and objectives in its strategic plan

Comments:

2. Keeping CA fiscally healthy

Comments:

3. Serving as an effective spokesperson for CA

Comments:


4. Enhancing working relationships with County & other organizations

Comments:

5. Working effectively with the Board (including providing appropriate and timely information to the Board)

Comments:

To: Columbia Association Board of Directors

From: Milton W. Matthews, President/CEO 

Date: 31 August 2015

Re: Goals for the Remainder of Fiscal Year 2016 (May 2015 to April 2016)

Please see below the **five** goals I will seek, with the assistance of the Board of Directors and staff at all levels of the organization, to accomplish over the remaining eight months of Fiscal Year 2016.

- 1) Develop and have ready for the start of Fiscal Year 2017 (1 May 2016) a “rolling” Five-Year Capital Improvement Plan for CA’s existing physical assets (**Goal #2 of CA’s Strategic Plan**).
- 2) Bring on line by February 2016, a new “user-friendly” and “community resource” focused website for CA (**Goal #4 of CA’s Strategic Plan**).
- 3) Continue to attend at least once a quarter the monthly meeting of the managers of the 10 village associations, and, through 30 April 2016, attend at least one board meeting of each of the 10 village associations. Also, through 30 April 2016, attend a meeting of each of CA’s Advisory Committees (**Goal #3 & Goal #4 of CA’s Strategic Plan**).
- 4) By February 2016, introduce a new training program for Team Members at all levels of the organization and specific to the duties and responsibilities of individual positions, which will be the foundation for creating an exceptional customer experience for all CA stakeholders (**Goal #1 of CA’s Strategic Plan**).
- 5) Work every day to perform at an exceptional level the evolving and varied duties and responsibilities of the position of President/CEO for the Columbia Association (CA), with the intent, among many other desires, for CA to continue as an “employer of choice” and grow in reputation as a respected and sought after community partner (**Goal #5 of CA’s Strategic Plan**).

**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 Woman 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)	
ERC	12/11/2015	Presentation by Sister City Planning Committee re: New Sister City Relationship with Cap-Haitien, Haiti	12/10/2015				The ERC voted to recommend it to the full Board.	

**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)	1/28/2015	Watershed Remediation Projects	Discussion on recommendations from the Watershed Advisory Committee re: Watershed Remediation Projects 1/28/2016					

**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.			
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	Anticipated 1/14/16					
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. CA/County hosted zoning expert speaker on 10/28.					

**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	
SIC	1/28/2016	Easement Agreements related to the Crescent Property	1/28/2016					

**FY 16 Tracking Form
Board Operations Committee
January 21, 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.					
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		
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
January 21, 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.					
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	Will be placed on the 2/1/16 BOC meeting agenda.					
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
January 21, 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.		
12	BOC	1/4/2016	Research and provide reasons for 2-year terms on the CA BOD to the 3 villages that do not have them						



February 11, 2016 BOD Meeting Agenda
As of 1-21-16

February 5, 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, February 11, 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. Announcement of Closed/Special Meetings Held/To Be Held | 1 min. |
| 3. Approval of Agenda | 1 min. |
| 4. Disclosure of Conflicts of Interest | 1 min. |
| 5. Resident Speakout | |
| 6. Approval of Minutes January 28, 2016 | 2 min. |
| 7. Chairperson's Remarks | 3 min. |
| 8. President's Remarks; Follow-Up Questions from the Board Members | 10 min. |
| 9. Committee Chairs' Remarks | 10 min. |
| (a) Board Operations Committee | |
| (b) External Relations Committee | |
| (c) Planning and Strategy Committee | |
| (d) Strategic Implementation Committee | |
| (e) CA Representatives to the Inner Arbor Trust Board of Directors | |
| 10. Special Topics and Presentations | xx min. |
| (a) | |
| (b) | |
| 11. Committee Agendas | |
| (a) Planning and Strategy Committee | 80 min. |
| 1. Discussion | |
| (a) PSC hosts Board work session on the proposed draft FY 17 and FY 18 capital and operating budgets. | <i>(60 min.)</i> |
| (b) Formulate and approve recommendations to the Board of Directors re: Proposed Draft FY 17 and Conditional FY 18 Budgets (capital and operating) and Rates | <i>(15 min.)</i> |
| (c) | |
| (d) Committee Tracking Form | <i>(2 min.)</i> |

- (b) *Strategic Implementation Committee*
 - 1. *Discussion*
 - (a) *Easement Agreements related to the Crescent Property (placeholder in the event additional discussion is needed). (20 min.)*
- 12. Recommendations for Board Action
 - (a) Consent Agenda
 - 1.
 - 2.
 - 3.
 - (b) Recommendations for Action **20 min.**
 - 1. *Approval of the Revised Ethics Policies (pending discussion at the 1-28-16 Board meeting) (10 min.)*
 - 2. *Approval of the Easement Agreements related to the Crescent Property (pending discussions on 1-28-16 and possibly 2-11-16) (10 min.)*
 - 3.
 - 4.
- 13. Tracking Forms **5 min.**
 - (a) Tracking Form for Board Requests
 - (b) Tracking Form for Resident Requests
- 14. Talking Points **2 min.**
- 15. Adjournment – Anticipated Ending Time: Approximately 10:20 p.m.

Upcoming Board-Related Meetings
February 18, 2016 – Board Work Session on Budgets, if necessary
February 25, 2016 – Board of Directors 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.

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.



February 25, 2016 BOD Meeting Agenda
As of 1-25-16

February 19, 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, February 25, 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. Announcement of Closed/Special Meetings Held/To Be Held | 1 min. |
| 3. Approval of Agenda | 1 min. |
| 4. Disclosure of Conflicts of Interest | 1 min. |
| 5. Resident Speakout | |
| 6. Approval of Minutes February 11, 2016 | 2 min. |
| 7. Chairperson's Remarks | 3 min. |
| 8. President's Report – See written report – Follow-Up Questions from the BOD | 10 min. |
| 9. Committee Chairs' Remarks | 10 min. |
| (a) Board Operations Committee | |
| (b) External Relations Committee | |
| (c) Planning and Strategy Committee | |
| (d) Strategic Implementation Committee | |
| (e) CA Representatives to the Inner Arbor Trust Board of Directors | |
| 10. Recommendations for Board Action | |
| (a) Consent Agenda | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| (b) Recommendations for Action | 30 min. |
| 1. Approve Annual Charge Rate for FY 17 | <i>(5 min.)</i> |
| 2. Approve Proposed FY 17 Rates (as amended) | <i>(5 min.)</i> |
| 3. Approve Proposed FY 17 Capital Budget (as amended) | <i>(5 min.)</i> |

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| 4. | Approve Proposed FY 17 Operating Budget (as amended) | (5 min.) |
| 5. | Approve Proposed Conditional FY 18 Capital Budget | (5 min.) |
| 6. | Approve Proposed Conditional FY 18 Operating Budget | (5 min.) |
| 11. | Special Topics and Presentations | xx min. |
| | (a) | |
| | (b) | |
| 12. | Committee Agendas | |
| | (a) Strategic Implementation Committee | xx min. |
| | 1. Discussion | |
| | (a) | |
| | (b) | |
| | (c) | |
| | (d) Committee Tracking Form | (2 min.) |
| | (b) External Relations Committee | xx min. |
| | 1. Discussion | |
| | (a) | |
| | (b) | |
| | (c) | |
| | (d) Committee Tracking Form | (2 min.) |
| 13. | Tracking Forms | 5 min. |
| | (a) Tracking Form for Board Requests | |
| | (b) Tracking Form for Resident Requests | |
| 14. | Talking Points | 2 min. |
| 15. | Adjournment – Anticipated Ending Time: Approximately XX:XX p.m. | |

Next Board Meeting: March 10, 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.