



January 24, 2017

To: Dick Boulton
Lin Eagan
Gregg Schwind
Milton W. Matthews

From: Andrew C. Stack, Board Chair

cc: Columbia Association Board of Directors
Sheri Fanaroff
Susan Krabbe

Subject: Board Operations Committee Meeting – Monday, January 30, 2017 at 7:30 p.m. – CA Board Room – 6310 Hillside Court, Suite 100, Columbia, MD

AGENDA

1. Call to Order
2. Announcement of Closed/Special Meetings Held/To Be Held **1 min.**
3. Approval of Agenda **1 min.**
4. Resident Speakout
5. Approval of Minutes **January 3, 2017** **2 min.**
6. Administrative Items **15 min.**
 - a. Planning for the President/CEO Annual Review and Compensation Decision
7. Finalize Proposed Agendas for upcoming Board of Directors Work Session and Meeting **30 min.**
 - a. Review Proposed Draft – February 9, 2017 BOD Work Session
 - b. Review Proposed Draft – February 23, 2017 BOD Meeting
8. Review BOC Tracking Form **5 min.**
9. Review Log of Items for Upcoming BOD Work Sessions and Meetings **5 min.**
10. Talking Points **2 min.**
11. Adjournment – Approximately 8:50 p.m.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

DRAFT MINUTES
BOARD OPERATIONS COMMITTEE MEETING
HELD: January 3, 2017

To be approved January 30, 2017

The regular meeting of the Board Operations Committee (BOC) was held on Tuesday, January 3, 2017 at Columbia Association headquarters. Present were BOC members Andrew Stack, Dick Boulton, Milton W. Matthews, Nancy McCord (substituting for Lin Eagan), and Gregg Schwind. Also present were BOD Member Reg Avery, Vice President and CFO Susan Krabbe, General Counsel Sheri Fanaroff, and Chief Staff Liaison Janet Loughran.

1. Call to Order

The meeting was called to order at 7:32 p.m. by the chairman, Andrew Stack.

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

3. Approval of Agenda: Ms. McCord moved and Mr. Matthews seconded to approve the agenda. The agenda was approved unanimously.

4. Resident Speakout: Mr. Joel Hurewitz spoke about a proposed bill for funding for the Chrysalis.

5. Approval of Minutes -November 28, 2016

Mr. Boulton moved to approve the minutes of the November 28, 2016 meeting. Mr. Schwind seconded.

Action: The vote to approve the minutes was 3-0-2.

For: Messrs. Stack, Boulton, and Matthews

Against: None

Abstain: Ms. McCord and Mr. Schwind

6. Administrative Items

(a) Two BOD Representatives for the February 27, 2017 and April 3, 2017 Board Operations Committee Meetings

The BOC discussed method(s) in which Board members can be selected for the remaining two meetings in FY 2017 - February 27, 2017 and April 3, 2017. The BOC recommended asking for volunteers for the two meetings. If more than the needed number of Board members volunteer, names could be put in a container and a drawing held to select the names of Board members to serve.

7. Finalize Proposed Agendas for upcoming Board of Directors Work Session and Meeting

(a) Review Draft Agenda-January 12, 2017 Board Work Session

The BOC discussed the proposed agenda for the January 12, 2017 BOD Work Session.

Action: Ms. McCord moved to approve the proposed agenda. Mr. Matthews seconded.

The BOC approved the draft agenda unanimously.

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71

Finalize Proposed Agenda for upcoming Board Meeting

(b) Review Draft Agenda-January 26, 2017 Board Meeting

The BOC discussed the draft agenda for the January 26, 2017 Board Meeting. It was decided to add item (10), Continuation of the FY 2018 Budget Discussion-If Needed, to the agenda. Twenty minutes was allocated for discussion.

Staff will be asked to provide a summary of the legislation approving the TIF and affordable housing as background for Councilperson Sigaty's briefing on January 26.

Action: Mr. Boulton moved to approve the amended agenda. Ms. McCord seconded. The BOC approved the amended agenda unanimously.

- 8. BOC Reviewed the Tracking form:** The BOC reviewed the tracking form.
- 9. Review Log of Items for Upcoming BOD Work Sessions and Meetings:** No changes were made.
- 10. Talking Points:** The Talking Points were read by Recording Secretary Fenise Dunson.
- 11. Adjournment:** The meeting adjourned at 8:06 p.m.

Respectfully Submitted,

Fenise Dunson,
Recording Secretary



FY-2017 CA President/CEO's Evaluation

Name: _____

Date: _____

For FY-2017, the BOC adopted five goals/objectives for the President/CEO. During the mid-term evaluation of the CA President/CEO, the CA Board indicated that the President/CEO had at least partially met each of the goals/objectives. Based upon that determination, you are asked to rate the President/CEO on how he did on each goal/objective as follows:

- 3 = Exceeded goal
- 2 = Met goal
- 1 = Partially met 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. You can provide comments regarding each rating. Comments are very important. They will be shared with the CA President/CEO and will help him understand how well he met his goal or where he fell short.

After the ratings, there is space for you to provide comments to the President/CEO on any other area/activity. This Part does not impact the President/CEO's bonus.

Please review and complete the CA President/CEO's Evaluation Form by April 6, 2017 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.

Thank you for completing the evaluation.

#1: By March 31, 2017, plan and position the organization for implementation (May 2017) of all component parts and aspects of CA's new membership and pricing structure

(Goal #1 of CA's Strategic Plan – Deliver programs and services that meet stakeholders' expectations and enhance the quality of life in Columbia).

Rating for #1	Choose ONLY one rating by placing an X in the appropriate box
3 (Exceeded)	
2 (Met)	
1(Partially Met)	

Comments on #1:

#2: By December 2016, provide the Board of Directors with a more comprehensive view of CA's ongoing obligations – legal, financial, ownership, etc. – related to the existence of more than 100 ponds in the Columbia community (**Goal #2 of CA's Strategic Plan – Maintain and enhance Columbia's facilities, open spaces, connectivity and environmental stewardship**).

Rating for #2	Choose ONLY one rating by placing an X in the appropriate box
3 (Exceeded)	
2 (Met)	
1(Partially Met)	

Comments on #2:

#3: By March 31, 2017, work with the Board of Directors to evaluate and develop new performance measurements/organizational metrics, which will be incorporated into a new digital dashboard and presented to the Board, at least twice during a fiscal year, starting with Fiscal Year 2018 (**Goal #5 of CA's Strategic Plan – Demonstrate the practices of a high-performing and responsive organization**).

Rating for #3	Choose ONLY one rating by placing an X in the appropriate box
3 (Exceeded)	
2 (Met)	
1(Partially Met)	

Comments on #3:

#4: With the assistance of the designated department director, address, including the achievement of measurable outcomes, the three priorities (Internal Communications; Organizational Branding Campaign; and Learning and Professional Development) identified by the Senior Leadership Team during a half-day session in May 2016. By March 31, 2017, prepare a report for the CA Board on the success/failure to meet the three identified Senior Leadership Team priorities and the benefit accruing to CA from these three priorities. **(Goal #5 of CA’s Strategic Plan – Demonstrate the practice of a high-performing and responsive organization).**

Rating for #4	Choose ONLY one rating by placing an X in the appropriate box
3 (Exceeded)	
2 (Met)	
1 (Partially Met)	

Comments on #4:

#5: In line with **Goal #3 of CA’s Strategic Plan (Develop and communicate a shared community vision for Columbia, and advance the vision through advocacy, partnerships, and alignment of CA programs and services) and Goal #4 of CA’s Strategic Plan (Strengthen communication and community engagement in CA)**, I will continue my efforts to further develop CA’s community partnerships with Howard County Government, the village associations, Howard Hughes Corporation, Howard County Community College, Howard County General Hospital, the Horizon Foundation, Downtown Columbia Partnership, Downtown Columbia Arts and Culture Commission, community groups, and others. Report to be provided by March 31, 2017.

Rating for #5	Choose ONLY one rating by placing an X in the appropriate box
3 (Exceeded)	
2 (Met)	
1 (Partially Met)	

Comments on #5:

Please Provide any other comments regarding the President/CEO’s performance

Comments:



Agenda – February 9, 2017 BOD Work Session
Draft – As of 1-23-17

February 3, 2017

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, February 9, 2017 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
(Limited to the topics of the work session only, 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) Second Deliberation on the Conditional FY 2018 Budget with the Board-recommended adjustments | <i>(60 min.)</i> |
| (b) Minority Business Enterprise Policy Sunset Provision | <i>(15 min.)</i> |
| (c) Use of FY 15 Capital Funds-Repairs to the Jackson Pond Forebay | <i>(15 min.)</i> |
| (d) Overview-Clarabridge Client Management System | <i>(15 min.)</i> |
| (e) Overview-Community Services Department-Michelle Miller | <i>(15 min.)</i> |
| 7. Adjournment – Anticipated Ending Time: Approximately 10:00 p.m. | |

Next Board Meeting: February 23, 2017

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.



Agenda – February 23, 2017 BOD Meeting
Draft – As of 1-23-17

February 23, 2017

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 23, 2017 at 7:30 p.m. at Columbia Association Headquarters, 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 12, 2017 | January 26, 2017 | 2 min. |
| 7. Chairman's Remarks | | | 3 min. |
| 8. Reports Submitted | | | |
| (a) President's Report – See written report – Follow-up questions from the BOD | | | 15 min. |
| (b) Financial Reports | | | |
| (c) Other Reports | | | |
| 1. Report from the CA Representatives to the Inner Arbor Trust Board of Directors | | | 15 min. |
| 9. Board Action | | | |
| (a) Consent Agenda | | | |
| 1. | | | |
| 2. | | | |
| (b) Board Votes | | | 70 min. |
| 1. Approve Annual Charge Rate and Cap for FY 18 | | | |
| 2. Approve Draft Conditional FY 18 Rates | | | |
| 3. Approve Draft Conditional FY 18 Capital Budget | | | |
| 4. Approve Draft Conditional FY 18 Operating Budget | | | |
| 5. Purchasing Exception – Turf Valley | | | |
| 6. Use of FY 15 Capital Funds-Repairs to the Jackson Pond Forebay | | | |

- 10. Tracking Forms **5 min.**
 - (a) Tracking Form for Board Requests
 - (b) Tracking Form for Resident Requests
- 11. Talking Points **2 min.**
- 12. Adjournment – Anticipated Ending Time: Approximately 9:40 p.m.

Next Board Work Session and Meeting
Thursday, March 9, 2017 – Board Work Session
Thursday, March 23, 2017 – Board 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.

**FY 17 Tracking Form
Board Operations Committee
January 24, 2017**

	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	5/1/2016	Discuss President/CEO's Proposed Goals and Objectives for FY 17	To be placed on the 7/5/16 agenda.				Discussed on 7/5/16. Vote to be taken at the 8/29/16 BOC meeting. Goals approved 8/29/16.	N/A
3	BOC	5/1/2016	Planning for the President/CEO Mid-Year Review	Discussed on 10/03/16. Review to be held 11/28/16.					Review was held on November 28, 2016.
4	BOC	5/1/2016	Planning for the President/CEO Annual Review and Compensation Decision	To be placed on the 1/30/17 agenda.					
5	BOC	5/1/2016	Review General Counsel's recommendations re: Release of Closed Meeting minutes	To be placed on the 4/3/17 agenda.					
6	Chao Wu	5/26/2016	Proposed amendment to the current Board election process to including "counting and announcing the votes" when there is a contested election						
7	BOC	5/31/2016	Noise Issue at Merriweather Post Pavilion	Note: Howard County held a public hearing on 9-20-16 on this issue.			Discussed on 10-27-16 & 11-10-16. Vote on letter scheduled for 12-8-16.		Board reviewed the draft letter and made edits. The amended letter was sent to the Howard County State Delegation.
8	BOD	6/9/2016	Discussion re: establishing an Open Space Advisory Committee						

**FY 17 Tracking Form
Board Operations Committee
January 24, 2017**

	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
9	BOC	8/29/2016	Ethics, Conflicts of Interest, Whistleblower, and Special Requirements-BOD Members Policies	Discussed by the BOC on 8/29/16 & 10/3/16.			BOC voted on 10/3/16 to send the four policies to the BOD.	BOD recommended further discussion by the BOD.	11/10/16 BOD Wk Session-Discussion. Amendments request to first 3 policies. 12/8/16: BOD approved the suggested amendments and requested formatting changes. BOD vote is scheduled for 1/26/17.
10	Dick Boulton	8/29/2016	Geese problem						
11	Alan Klein	8/29/2016	Board-level focal point for community outreach	To be included as part of the governance structure discussion on 3/09/17 & 4/13/17					

**Topics for Upcoming BOD
Work Sessions and Meetings - FY 17
As of January 24, 2017**

	A	B	C	D	E	F	G	H
1	Originator	Topic	Date Discussed by BOC	Decision of BOC	Proposed Date for Discussion at BOD Work Session	Result of Discussion at Work Session	Proposed Date for Further Discussion/ Guidance by BOD	Proposed Date for Final Decision by BOD
2	CA Staff (PSC)	New Membership Structure	N/A	N/A	03/10/16	Continue work on proposed changes to membership structures.	3/24/16-Guidance	4/28/2016 - Structure approved with the exception of the Recreation Plus and Senior Aqua Pass proposed plans. Recreation Plus and Senior Aqua Pass Plans to be discussed on 5-26-16. On 5-26-16 BOD did not vote to approve the Req Plus option. Senior Aqua Pass was approved.
3	CA Staff (PSC)	New Rate Structure	N/A	N/A	04/14/16			4/28/2016 - No vote taken. On the agenda for the 5-26-16 BOD mtg. Approved on 5-26-16.
4	CA President/CEO	Demonstration of Live Streaming of BOD Meetings	N/A	N/A	4/14/2016- Postponed. Currently scheduled for 3/9/2017.			N/A

**Topics for Upcoming BOD
Work Sessions and Meetings - FY 17
As of January 24, 2017**

	A	B	C	D	E	F	G	H
1	Originator	Topic	Date Discussed by BOC	Decision of BOC	Proposed Date for Discussion at BOD Work Session	Result of Discussion at Work Session	Proposed Date for Further Discussion/ Guidance by BOD	Proposed Date for Final Decision by BOD
5	BOD	Proposed Guidance to CA Representatives on the Inner Arbor Trust Board of Directors	10/25/15; 1/4/16	Sent to BOD and discussed on 1/14/16. Revised guidelines to be brought back to BOD for further discussion.	04/14/16			4/28/2016 - Approved
6	Alan Klein	Discussion re: Advisory Committees	02/01/16	Discuss further	10/13/2016	Revision suggested for Addendum C.		10/27/2016
7	BOC	Board Work Plan for Calendar Year 2016	01/14/16	Develop work plan for BOD for CY 16	03/10/16	Send suggested work plan to BOD for vote.		3/24/2016 - Amended Work Plan Approved
8	BOD	Change current BOD committee structure and format of BOD meetings	N/A	N/A	02/04/16	BOD to vote on 2/25/16 to approve a trial suspension of operating committees for 2 months. Trial suspension approved. BOC to discuss permanent adoption on 4/4/16 and make recommendation to BOD.		4/24/2016 - Approved
9	Open Space	Howard County Plan to Extend the Managed Deer Hunt Program to CA Open Space	N/A	N/A	N/A			5/26/2016 - Approved
10	Open Space	Discuss Eight Reports from the Facilities Assessment Survey	N/A	N/A	06/09/16			N/A

**Topics for Upcoming BOD
Work Sessions and Meetings - FY 17
As of January 24, 2017**

	A	B	C	D	E	F	G	H
1	Originator	Topic	Date Discussed by BOC	Decision of BOC	Proposed Date for Discussion at BOD Work Session	Result of Discussion at Work Session	Proposed Date for Further Discussion/ Guidance by BOD	Proposed Date for Final Decision by BOD
11	CA President/CEO	Discuss Five Year Rolling Capital Plan	N/A	N/A	6/9/2016			N/A
12	Open Space	Howard Hughes Easement Requests	N/A	N/A	6/9/2016			6/23/2016 - Approved
13	CA President/CEO	Downtown Columbia Partnership	N/A	N/A	7/14/2016; 9/08/16	To be discussed further during the budget process.		11/10/2016
14	Open Space	Bell Tower Construction Funding Request	N/A	N/A	7/14/2016	Funding to be included in future capital budgets for restoring the bell tower.		N/A
15	Open Space	Village Identification Signage Design Guidelines	N/A	N/A	7/14/2016	Staff to explore developing consistent signage for villages.		N/A
16	CA President/CEO	Pond Management Strategy	N/A	N/A	9/8/2016	Staff to create a list prioritizing the order in which specific ponds should be restored, based upon their current condition. Discussed at the 01/12/2017 Work Session.		N/A

**Topics for Upcoming BOD
Work Sessions and Meetings - FY 17
As of January 24, 2017**

	A	B	C	D	E	F	G	H
1	Originator	Topic	Date Discussed by BOC	Decision of BOC	Proposed Date for Discussion at BOD Work Session	Result of Discussion at Work Session	Proposed Date for Further Discussion/ Guidance by BOD	Proposed Date for Final Decision by BOD
17	CA President/CEO	Veterans Memorial on the Lakefront	N/A	N/A	9/8/2016	Update - The Veterans Memorial Commission is working with Howard Hughes Corporation to place the veterans memorial on Howard Hughes Corporation property.		N/A
18	CA President/CEO	CA Dashboard	N/A	N/A	1/12/2017			1/26/2017
19	VP & CFO	Minority Business Enterprise Policy-Sunset Provision	N/A	N/A	2/9/2017 & 3/9/2017			3/23/2017
20	President/CEO	Overview-Clarabridge Client Management System	N/A	N/A	2/9/2017			N/A
21	Open Space	Use of FY 15 Capital Funds-Repairs to the Jackson Pond Forebay	N/A	N/A	2/9/2017			2/23/2017
22	BOD	Village Center Revitalization	N/A	N/A	3/9/2017			N/A
23	BOD	BOD Goals for CY 2017	N/A	N/A	3/9/2017			3/23/2017
24	BOD	Review Changes to Governance System	N/A	N/A	3/9/2017 & 4/13/2017			4/27/2017
25	BOD	Commercial Covenants	N/A	N/A	4/13/2017			TBD
26	Planning & Community Affairs	Open Space Assessment	N/A	N/A	4/13/2017			N/A