



May 23, 2017

To: Dick Boulton
Milton W. Matthews
Nancy McCord
Shari Zaret

From: Andrew C. Stack, Board Chair

cc: Columbia Association Board of Directors
Sheri Fanaroff
Susan Krabbe

Subject: **Board Operations Committee Meeting – Tuesday, May 30, 2017 at 7:30 p.m. – CA Board Room – 6310 Hillside Court, Suite 100, Columbia, MD 21046**

AGENDA

1. Call to Order **5 min.**
 - a. Announce Directors and Senior Staff in Attendance
 - b. Remind People of Meeting being Recorded
 - c. Read Five Civility Principles
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 **2 min.**

April 3, 2017
6. Administrative Items
 - a. Dates of Board Operations Committee Meetings-
Informational **2 min.**
7. Finalize Proposed Agendas for upcoming Board of Directors
Work Session and Meeting **35 min.**
 - a. Review Proposed Agenda – June 8, 2017 Board of
Directors Work Session
 - b. Review Proposed Agenda – June 22, 2017 Board of
Directors Meeting
 - c. Review Proposed Agenda – July 13, 2017 Board of
Directors Work Session
 - d. Review Proposed Agenda – July 27, 2017 Board of
Directors Meeting
8. Talking Points **2 min.**
9. Adjournment – Approximately 8:35 p.m.

DRAFT MINUTES
BOARD OPERATIONS COMMITTEE MEETING
HELD: Monday, April 3, 2017

To be approved Tuesday, May 30, 2017

The regular meeting of the Board Operations Committee was held on Monday, April 3, 2017 at Columbia Association headquarters. Present were BOC members Andrew Stack, Dick Boulton, Milton W. Matthews, Alan Klein, and Nancy McCord. Also present were Vice President and CFO Susan Krabbe, General Counsel Sheri Fanaroff, and Chief Staff Liaison Janet Loughran.

Call to Order

1. The meeting was called to order at 7:31 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 motion was approved unanimously.

4. **Resident Speakout:** None

5. **Approval of Minutes -February 27, 2017**

Mr. Matthews moved to approve the minutes of the February 27, 2017 meeting. Mr. Boulton seconded.

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

For: Messrs. Stack, Matthews, and Boulton.

Against: None

Abstain: Mr. Klein and Ms. McCord.

6. **Board Operations Committee Action**

(a) **Consent Agenda**

The Board Operations Committee discussed the approval of the General Counsel's Recommendations regarding Release/Non-Release of Closed Meeting Minutes.

Action: The Board Operations Committee will send the General Counsel's recommendations for release/non-release of the minutes of the closed meetings held on June 23, 2016, December 8, 2016; and January 12, 2017 to the Board of Directors for approval. The General Counsel's recommendations for release/non-release of the remaining closed meeting minutes will be discussed by the Board of Directors in an upcoming closed meeting.

7. **Administrative Items:** None

45 **8. Finalize Proposed Agendas for upcoming Board of Directors Work Session and Meeting**

46 **(a) Review Draft Agenda –April 13, 2017 BOD Work Session**

47 The BOC reviewed the proposed agenda for the April 13, 2017 Board Work
48 Session.

49 **Action:** Mr. Boulton moved to approve the draft agenda for the April 13, 2017
50 Board Work Session. Mr. Matthews seconded. The BOC approved the draft
51 agenda unanimously.

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53 **(b) Review Draft Agenda-April 27, 2017 Board Meeting**

54 The BOC reviewed the proposed draft agenda for the April 27, 2017 Board
55 Meeting.

56 **Action:** Ms. McCord moved to approve the draft agenda for the April 27, 1017
57 Board Meeting. Mr. Boulton seconded. The BOC approved the draft agenda
58 unanimously.

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60 **9. Review BOC Tracking form:** The BOC reviewed the tracking form.

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62 **10. Review Log of Items for Upcoming BOD Work Sessions and Meetings:** No changes
63 were made.

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65 **11. Talking Points:** The Talking Points were read by Recording Secretary Fenise Dunson.

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67 **12. Adjournment:** The meeting adjourned at 7:56 p.m.

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69

70 Respectfully Submitted,

71

72 Fenise Dunson

73 Recording Secretary



DATE: May 22, 2017
TO: Columbia Association Board of Directors
FROM: Janet F. Loughran, Chief Staff Liaison, Board Operations Committee
SUBJECT: **Schedule of CA Board Operations Committee Meetings for FY 18**

Following is the schedule of meeting dates for the Columbia Association Board Operations Committee (BOC) in FY 18.

Standing members of the BOC in FY 18 will be the Board Chair (Andrew Stack), Board Vice Chair (Dick Boulton), and CA President/CEO (Milton W. Matthews). The remaining eight members of the Board of Directors will rotate membership on the BOC per the italicized section below:

Tuesday, May 30, 2017 – 7:30 p.m. – CA Board Room (*Nancy McCord and Shari Zaret*)

Tuesday, September 5, 2017 – 7:30 p.m. – CA Board Room (*Lin Eagan and Gregg Schwind*)

Monday, December 4, 2016 – 7:30 p.m. – CA Board Room (*Alan Klein and Ginny Thomas*)

Monday, February 5, 2018 – 7:30 p.m. – CA Board Room (*Janet Evans and Chao Wu*)

jfl



June 8, 2017 BOD Work Session
Draft – As of 5-16-17

June 2, 2017

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, June 8, 2017 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

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|---|-----------------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff Members in Attendance | |
| (b) Remind People that Work Sessions are <u>not</u> Recorded/Broadcast | |
| (c) Read Five Civility Principles | |
| 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 | 135 min. |
| (a) Discuss President/CEO's Proposed Goals and Objectives for FY 2018 | <i>30 min.</i> |
| (b) Review CA Dashboard | <i>30 min.</i> |
| (c) Land Transfer to Howard County | <i>30 min.</i> |
| (d) Plan for the Redevelopment of the Long Reach Village Center: How does the proposed plan affect CA's buildings (Stonehouse/Art Center) and is there anything CA needs to do? | <i>45 min.</i> |
| 7. Adjournment – Anticipated Ending Time: Approximately 10:20 p.m. | |

Next Board Meeting: June 22, 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.



June 22, 2017 BOD Meeting
Draft – As of 5-23-17

June 16, 2017

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, June 22, 2017 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

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| 1. Call to Order | | | 5 min. |
| (a) Announce Directors/Senior Staff in Attendance | | | |
| (b) Remind people of meeting being recorded/broadcast | | | |
| (c) Read Five Civility Principles | | | |
| 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 | May 11, 2017 | May 25, 2017 | 3 min. |
| 7. Chairman's Remarks | | | 3 min. |
| 8. Reports/Presentations | | | |
| (a) President's Report – See written report – Follow-up questions from the BOD | | | 15 min. |
| (b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors | | | 5 min. |
| (c) Financial Reports – None | | | |
| (d) Assessment Share Formula | | | 45 min. |
| 9. Board Action | | | |
| (a) Consent Agenda | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| (b) Board Votes | | | 35 min. |
| 1. Land Transfer to Howard County | | | <i>(15 min.)</i> |
| 2. President/CEO's Proposed Goals for FY 2018 | | | <i>(15 min.)</i> |
| 3. FY 2019/2020 Budget Schedule | | | <i>(5 min.)</i> |
| 10. Tracking Forms | | | 5 min. |
| (a) Tracking Form for Board Requests | | | |
| (b) Tracking Form for Resident Requests | | | |

11. For Your Information
 - (a) The Village in Howard Annual Report
12. Talking Points
13. Adjournment – Anticipated Ending Time: Approximately 9:45 p.m.

2 min.

Next Board Work Session and Meeting
Thursday, July 13 2017– Board Work Session
Thursday, July 27, 2017 – Board Meeting

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Agenda - July 13, 2017 BOD Worksession
Draft – As of 5-17-17

July 7, 2017

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, July 13, 2017 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

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|---|------------------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff Members in Attendance | |
| (b) Remind People that Work Sessions are not Recorded/Broadcast | |
| (c) Read Five Civility Principles | |
| 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 | 120 min. |
| (a) Annual Charge Rate and Cap for the FY 2019 and Conditional FY 2020 Budgets | <i>(30 min.)</i> |
| (b) Proposed FY 2019 and Conditional FY 2020 Capital and Operating Budget Parameters | <i>(30 min.)</i> |
| (c) Advisory Committee Annual Reports for FY 2017 and Proposed Charges for FY 2018 | <i>(60 min.)</i> |
| 7. Adjournment – Anticipated Ending Time: Approximately 10:00 p.m. | |

Next Board Meeting: July 27, 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.

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Agenda – July 27, 2017 BOD Meeting
Draft – As of 5-18-17

July 21, 2017

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, July 27, 2017, at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

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| 1. Call to Order | | 5 min. |
| (a) Announce Directors/Senior Staff in Attendance | | |
| (b) Remind people of meeting being recorded/broadcast | | |
| (c) Read Five Civility Principles | | |
| 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 | June 22, 2017 | 3 min. |
| 7. Chairman's Remarks | | 3 min. |
| 8. Reports/Presentations | | |
| (a) President's Report – See written report – Follow-up questions from the BOD | | 15 min. |
| (b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors | | 5 min. |
| (c) Financial Reports | | 15 min. |
| 1. FY 2017 Financial Statements and Independent Auditor's Report – Columbia Association, Inc. | | |
| 2. December 31, 2016 Financial Statements and Independent Auditor's Report – Columbia Association, Inc. Incentive Savings Plan and Trust | | |
| 3. FY 2017 Fourth Quarter Financial Report | | |
| 9. Board Action | | |
| (a) Consent Agenda | | |
| 1. | | |
| 2. | | |
| (b) Board Votes | | 30 min. |
| 1. Annual Charge Rate and Cap for the FY 2019 and Conditional FY 2020 Budgets | | <i>(10 min.)</i> |
| 2. Proposed FY 2019 and Conditional FY 2020 Capital and Operating Budget Parameters | | <i>(10 min.)</i> |
| 3. Proposed Charges for FY 2018 for Advisory Committees | | <i>(10 min.)</i> |

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| 10. Board Discussion | 60 min. |
| (a) New Town Zoning | |
| 11. Tracking Forms | 5 min. |
| (a) Tracking Form for Board Requests | |
| (b) Tracking Form for Resident Requests | |
| 12. Talking Points | 2 min. |
| 13. Adjournment – Anticipated Ending Time: Approximately 10:10 p.m | |

Next Board Work Session and Meeting
Thursday, September 14, 2017 – Board Work Session
Thursday, September 28, 2017 – Board Meeting

(No Board Work Session and Board Meeting in August)

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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