

Central Ohio Chapter CAI
Programs Committee Meeting Minutes
July 27, 2018

Attendees: Karen Murphy, Chair; Kim Bock, Vice Chair; and Jeff Kaman
Absent: Kathie Cesa, Jess Griffith, Michelle Hoffman, Jennifer Huber, Mike Lange, and Jane Rogaliner

I. CALL TO ORDER

Karen Murphy called the meeting to order at 2:00 p.m.

II. APPROVAL OF LAST MEETING'S MINUTES

The minutes from the May 17, 2018, meeting were presented for approval. *Minutes were approved by unanimous vote of those present.*

III. OLD BUSINESS

A. 2018 Luncheons

- a. **July 27 Happy Hour** – This event took place after the meeting. Will have updates on attendance, future events of this type at the next meeting.
- b. **September 27 Luncheon** – Real Estate in the next 30 years in Columbus. Jennifer Noll (MORPC) is confirmed to speak. Registration to open 9/1. Check out the website: insight2050.org
- c. **November 15 Luncheon** – Dawn Bauman is confirmed to speak at this luncheon. Jeff Kaman will call Dawn to confirm topic and obtain bio.

B. Board Leadership/Development Classes

- a. **Back-To-School Theme** – Holding courses in September, October, and November. Each a 3-hour course. Karen is purchasing Back to School items for distribution to attendees (pens, pencils, mini calculators, ruler, small notebooks, candy)
 - i. Location: Serv Pro office – 7440 Pingue Drive, Worthington, OH 43085
 - ii. Times:
 1. Registration – 5:30 p.m.
 2. Course – 6:00 – 8:30 p.m.
 - iii. Series 1 – September 26 – Fundamentals of Financial Management
 - iv. Series 2 – October 24 – Governing Documents and Roles and Responsibilities, Association Rules & Conflict Resolution
 - v. Series 3 – November 14 – Communications, Meeting & Volunteerism, Professional Advisors & Service Providers

C. 2019 Luncheons

- a. **January 24 – Annual Meeting**
- b. **March 28**
- c. **May 23**
- d. **July (Date TBD based on 2018's Happy Hour)**
- e. **September 26**
- f. **November 21**

D. Topics

- a. **Business Etiquette**
- b. **Time Management with Technology**
- c. **Communication/Conflict**
- d. **Customer Service**
- e. **Fair Housing**
- f. **Legal Topics for panel discussion**

*****For our next meeting, each committee member is to bring a speaker (speakers) to cover a topic.

E. Educational Materials on CAI Website

- a. Jane Rogaliner has submitted a section on restoration.
- b. Karen Murphy to submit a section on what my condo fee covers?
- c. Kim Bock to submit a section on What to consider when buying a condo, for what am I responsible as the owner.

IV. NEW BUSINESS

None at this time.

V. NEXT COMMITTEE MEETING

The next committee meeting is on Tuesday, October 2, 2018, at 8:30 a.m. at the Bethel Road Panera.

**We have the room reserved from 8:30 a.m. – 10:00 a.m.

VI. ADJOURNMENT

Having no further business to come before the committee, a motion was made and seconded to adjourn the meeting. Meeting adjourned at 2:40 p.m.

Respectfully submitted,
Karen A. Murphy
Programs Committee Chair